



**Archbishop Thomas J. Murphy Parish Stewardship Award  
Evaluation Criteria and Instructions for Parish Summary**

**Deadline June 30 – Applicants Must Be an ICSC Member in Good Standing**

There should be three parts to the application:

- 1) Application Form            2) Parish Summary (4-6 pages) based on criteria            3) Electronic samples of materials/pictures

The information should be submitted via email with PDFs, or create a page on your parish website to which all materials are uploaded. Provide link on application form and send via email to [parawards@catholicstewardship.org](mailto:parawards@catholicstewardship.org) **on or before June 30**. *Only application packages submitted in either of these two formats will be considered for the award (no hard copy binders will be accepted)*. Former parish Archbishop Thomas J Murphy Award recipients are not eligible without special permission from ICSC.

*By submitting these materials, you are giving ICSC permission to upload them to the resource section of our website.*

*If you do not receive a confirmation of our receipt of submission within 3 business days, please call our office at 800-352-3452.*

Please pay close attention to the evaluation criteria and include all of the sections below in your Parish Summary following the outlined numbering system to title the sections. Be sure to include the areas and indications of parish growth in each section over the past 5 years. Each section and sub-section will be evaluated on a scale of 1 to 10 (1 lowest/10 highest) by the committee.

1. Effectiveness of the Stewardship Committee

- a. The parish has an active stewardship committee that nurtures a year-round stewardship education effort
- b. The pastor has an active role on the stewardship committee
- c. Parish mission statement incorporates a stewardship vision from the US Bishops' Pastoral Letter on Stewardship
- d. The parish stewardship committee has a detailed annual plan with responsibilities on an on-going basis that is formulated with the collaboration and buy-in of other major parish councils (Parish Pastoral Council, Finance Council - show example of stewardship plan)
- e. Parish produces an annual report that reflects stewardship throughout every area of parish life (show samples)

2. Commitment and Growth over 5 Years

- a. Pastor or parish administrator shows leadership and commitment to stewardship as a way of life
- b. The parish shows signs of a long-term commitment to stewardship (give examples)
- c. The parish shows signs of spiritual growth (Give examples of growth in past 5 years such as increases in adorers/hours for Adoration of Blessed Sacrament, RCIA program candidates/catechumens, daily Mass attendance, participation in the Sacrament of Reconciliation, annual Mass count, other prayer participation)
- d. The parish has grown in the area of community outreach and has made outreach a major priority (give examples of how it has grown )
- e. The parish offertory has increased (give specific increases year-over-year)
- f. Number of ministries and volunteers has grown (demonstrate year-over-year growth)
- g. Parish leadership attends regional, diocesan and/or ICSC offered stewardship conferences, workshops, institutes, webinars, etc.

3. Stewardship Education

- a. Describe how the parish weaves stewardship education throughout the following demographic groups. What are the elements of Stewardship education in each area below?
  - 1) Children
  - 2) Youth and teens
  - 3) Young adults
  - 4) Adults
  - 5) Seniors
  - 6) Various parish cultures
  - 7) Overall

4. Annual Stewardship Renewal

- a. Parish conducts an annual stewardship/commitment renewal (brief review of process and timing)
- b. Samples of parish-created materials (time, talent and treasure pledge cards, brochures, etc.)
- c. Review process for distributing and receiving pledge cards (during Mass, in the mail, outside church at tables, etc.)
- d. Use of lay witness testimony (brief overview of how utilized/do not submit lay witness talks)
- e. Review follow-up strategy including acknowledgements, bulletin or website updates, mid-year communication
- f. Annual ministry fair or other ministry awareness activities conducted and ministry guidebook is produced and updated annually

5. Empowering and Engaging Use of Parishioners Gifts

- a. Parish has dedicated volunteer coordinator or stewardship director (full or part-time) to serve as gifts discernment leader, coach and ministry coordinator
- b. Parish offers a gifts discernment process to help parishioners identify their gifts and discern where best to use them for the benefit of the parish community and beyond
- c. Parishioners are aware of expectations of parish membership (what do I get as a member of the parish; and what can I expect to get from the parish?). Expectations are communicated through bulletin articles, pledge cards, covenant/stewardship prayers, challenging stewardship-themed homilies, welcome packet materials.
- d. Parishioners are regularly recognized for using their gifts to serve the community (give examples of recognition methods used)
- e. Ministry descriptions are used to effectively communicate expectations for serving in ministry and indicate term limits. Term limits are strongly encouraged to refresh ministries and ministers.
- f. Leaders of ministry are formed in stewardship and effectively follow-up and welcome parishioners as they indicate interest (either through ministry fair or other contact opportunity)

6. Communication

- a. Describe what forms of media are used to permeate the stewardship message throughout parish life (such as bulletin articles/blurbs, website, social media, parish stewardship video, stewardship messaging in all parish ministry materials, logos, taglines, mailings, materials in pews/vestibule, envelopes, email distribution lists, signage, banners, other). Show growth and examples.
- b. Describe any unconventional or unique communication means for reaching a higher % of parishioners (give examples)

7. Welcome and Hospitality

The parish has an effective welcome program and exhibits warm and inviting hospitality to all parishioners

- a. New parishioner orientation/official welcome/mentor families
- b. Visitor guide/newcomer's package/gift
- c. Weekly hospitality/socialization after Mass
- d. Kiosk or table outside church for welcoming and ministry information distribution
- e. Hospitality ministers greeting parishioners by name
- f. Important days acknowledged (birthdays, anniversaries)

8. General parish assessment

- a. Parish is an example to other parishes of similar size and is open to mentoring other parishes in the diocese/archdiocese
- b. What is unique about this parish? What lived lessons does the parish have to offer other parishes just starting to embrace stewardship?
- c. In what area(s) does the parish have the greatest opportunity for growth in living stewardship?

<b>Measurable Parish Data/Growth in Stewardship Efforts over Five Year Period</b>					
	<b>Year 1 -</b>	<b>Year 2 -</b>	<b>Year 3 -</b>	<b>Year 4 -</b>	<b>Year 5 -</b>
# of Registered Households					
# of Parishioners Using Envelopes/Regular Contributors					
# of Parishioners Giving Electronically (ACH or credit card)					
Total Offertory					
# of Ministries					
# of Parishioners Involved in Parish Ministry					
# of Pledges at Stewardship Renewal					
\$'s Tithed Outside the Parish					