

# 2016/2017 PARISH STEWARDSHIP RENEWAL CALENDAR

## PREPARATION PHASE

### JUNE

- Update Parish Database
- Update Stewardship page on website
- Update Resource Directory
- Plan Stewardship Retreat

### JULY

- Development and preparation of Parish Communication materials.
- Prayers of the Faithful submitted.
- Alert Music Director re: music with stewardship themes.
- Advise Bulletin Editor of space needed in Bulletin.
- Advise Webpage Editor of space needed on web.
- Plan Ministry Fair

### AUGUST

- Direct mailings are planned.
- Bulletin design/article and schedule sent to Bulletin Editor.
- Begin selection and recruitment of Lay Witnesses (LW).
- Stewardship Retreat

### SEPTEMBER

- Prayers of the Faithful approved.
- Outline of schedule given to Liturgy Committee.
- Print mailing labels for 6 parish mailings
- Stewardship articles begin to appear in Bulletin.
- Rector begins pre Mass announcements.
- Resource Directories received.
- Lay witnesses meet with Rector and LW Coordinators.
- Confirm details for Ministry Fair.

## CALL TO COMMITMENT PHASE

### OCTOBER/NOVEMBER

Stewardship weekends Oct. 29/30, Nov. 5/6 and Nov. 12/13  
Begin distribution of Resource Directories Oct. 29/30  
Articles in Bulletin

- Pre Mass announcements.
- Stewardship homilies
- Lay witness talks (Oct. 29/30 and Nov. 5/6)
- Prayers of the Faithful
- Music with Stewardship themes
- Ministry Fair (Nov. 5/6)

### NOVEMBER COMMITMENT SUNDAY 12/13

- Articles in Bulletin
- Pre Mass Announcements
- Stewardship Homilies & Prayers of the Faithful
- Music with Stewardship themes
- Commitment Cards received at all Masses.

## FOLLOW-UP PHASE

### DECEMBER

- Compile Commitment Cards (CC)
- Send thank you letter to those who responded.
- Send letter to those who did not respond
- Rector thanks everyone who returned their CC/ Reports on results
- Include Thank You message in Bulletin
- Prayers of the Faithful.

### JANUARY/FEBRUARY

- Distribute lists to Ministry Leaders
- Prepare and distribute Parish Annual Report.

## ONGOING FORMATION PHASE

### MARCH/APRIL/MAY

- Commission Ministry Leaders
- Implement year round formation for parish and parish leadership

Prepared: June 01, 2016