

Parish Stewardship of Talent Pre-Check

Tasks for August/September

(To be used prior to timeline of tasks in preparation for Talent campaign)

- Refer to the Talent timeline of tasks [here](#) and create an assignment sheet for each aspect of the Talent Renewal. Consider using a volunteer to assist with preparing the timeline and scheduling.
- Prepare and customize your Talent/Ministry selections for your parish in the following ways:
 - ParishStaq has Form capability built into the system. You can send URL link to parishioners who can submit their Talent and Ministry information. Admins can update the personal profile 'My Fit | Abilities' section and populate Ministry Groups from this form data.
 - If your own parish website has the capability, consider building your own Talent/Ministry form that can be used online and sent as a link. See [example 1](#) and [example 2](#) as a reference for design. Make sure you have a channel for accepting inquiries for those who are interested or who wish to sign up.
 - If your website does not have that capability, Use the customizable paper templates we have provided on our resource page [here](#). These can easily be emailed.
- If you are going to have a Ministry Fair this year, we suggest having one staff member as a liaison to a Ministry Fair Committee (depending on the size and number of ministries in your parish). Click [here](#) for general ministry fair info.
- Consider a virtual ministry fair. Can you create groups of similar ministries (outreach ministry, liturgical ministry, leadership ministries, etc.) and hold a 30 minute session on TEAMS or ZOOM for individuals that may be interested in that particular group of ministries?
- Start process for discerning a Witness Speaker for your upcoming campaign.
- Prepare your Witness Speaker by giving them the Talent Witness Guide by clicking [here](#). Have them outline their witness talk, receive feedback from you and practice their talk in church. You can also access additional witness speaker resources within the same file.
- Prepare your Parish Database keywords so they match your Talent/Ministry flyer descriptions. Click [here](#) for instructions. ParishStaq users will be using different instructions.
- Whichever weekend of the month you choose, coordinate your message by using bulletin & Mass announcements as well as the prayers of the faithful in all your communications (bulletin, website, email, social media, etc.). Click [here](#) for sample announcements.
- If you are suggesting the use of Talent Pools, remember that they should only be used for specific ministries (i.e., stuffing envelopes, building/grounds clean up, funerals, preparing holiday donation baskets, etc.) and should not be used for ministries that require on-going scheduling.