

**TIMELINE OF TASKS**  
**2023 STEWARDSHIP OF TALENT RENEWAL**

<b>Week of Sept 18</b>	<p><b>Review this list of tasks in its entirety to familiarize yourself with the overall campaign.</b></p> <ul style="list-style-type: none"> <li>○ Review and update your parish Talent/Ministry form (electronic or paper)</li> <li>○ Download Talent Files for PDS or Word files for Parishstaq and non-PDS users</li> <li>○ Establish web presence on your parish homepage (Ministry/Talent E-forms)</li> <li>○ Select a Talent witness speaker.</li> <li>○ Send Social Media/Email post this Thursday (refer to parish digital strategy). Provide link to e-ministry/talent form in your social media and email communication.</li> <li>○ Display poster and pop-up banner (blue color)</li> <li>○ Bulletin flyer (red talent flyer) to be inserted this weekend in bulletin/e-bulletin.</li> <li>○ Consider using a talent graphic on cover of your bulletin to create awareness.</li> <li>○ <b>NOTE:</b> If you are having a ministry fair (or virtual fair), see preparation tips <a href="#">here</a></li> </ul>
<b>Sat/Sun Sept 23/24</b>	<b>-- ANNOUNCEMENT/EDUCATION SUNDAY --</b>
	<ul style="list-style-type: none"> <li>○ Bulletin flyer (red talent flyer) inserted in bulletin/e-bulletin.</li> <li>○ Stock pews with Ministry/Talent forms &amp; pencils</li> <li>○ Use suggested bulletin, ambo, and prayers of the faithful</li> <li>○ Ensure all aspects of your website including e-talent/ministry forms are operational.</li> </ul>
<b>Week of Sept 25</b>	<ul style="list-style-type: none"> <li>○ Send Pastor letter (mail or email) including your Talent/Ministry form. If emailing letter, make sure to include link to the form.</li> <li>○ Connect with Witness Speaker for this weekend's presentation.</li> <li>○ Enter any forms received into your database system.</li> <li>○ Send Social Media/Email post this Thursday (refer to parish digital strategy). Provide link to e-ministry/talent form in your social media and email communication.</li> </ul>
<b>Sat/Sun Sept 30 &amp; Oct 1</b>	<b>-- PRESENTATION/ASK1 WEEKEND (WITNESS SPEAKER WEEKEND!) ---</b>
	<ul style="list-style-type: none"> <li>○ Pastor Ask following witness presentation.</li> <li>○ Continue to use in-house promotion (poster, pop-up banner, bulletin cover graphics, etc.)</li> <li>○ Stock pews with Ministry/Talent forms &amp; pencils</li> <li>○ Use suggested bulletin, ambo, and prayers of the faithful</li> <li>○ Ensure all aspects of your website including e-talent/ministry forms are operational.</li> </ul>
<b>Week of Oct 2</b>	<ul style="list-style-type: none"> <li>○ Enter any forms received into your database system.</li> <li>○ Send Social Media/Email post this Thursday (refer to parish digital strategy). Provide link to e-ministry/talent form in your social media and email communication.</li> </ul>
<b>Sat/Sun Oct 7/8</b>	<b>--- FOLLOW-UP/ASK2 WEEKEND---</b>
	<ul style="list-style-type: none"> <li>○ Pastor 2<sup>nd</sup> Ask from the ambo as well as thank you to those who have responded.</li> <li>○ Continue to use in-house promotion (poster, pop-up banner, bulletin cover graphics, etc.)</li> <li>○ Stock pews with Ministry/Talent forms &amp; pencils</li> <li>○ Use suggested bulletin, ambo, and prayers of the faithful</li> <li>○ Ensure all aspects of your website including e-talent/ministry forms are operational.</li> </ul>
<b>Week of Oct 9</b>	<ul style="list-style-type: none"> <li>○ Send Pastor follow-up letter (mail or email) including your Talent/Ministry form. If emailing letter, make sure to include link to the form.</li> <li>○ Enter any forms received into your database system.</li> <li>○ Send Social Media/Email post this Thursday (refer to parish digital strategy). Provide link to e-ministry/talent form in your social media and email communication.</li> <li>○ Prep and insert 'thank-you-by-name' flyer for this weekend</li> </ul>
<b>Sat/Sun Oct 14/15</b>	<b>--- THANK YOU AND MINISTRY FOLLOW-UP ---</b>
	<ul style="list-style-type: none"> <li>○ Pastor thanks all who have responded and extends an invitation for those who are still considering a ministry.</li> </ul>

<b>Week of Oct 16</b>	<ul style="list-style-type: none"><li>○ Send Pastor Thank-You letter (mail or email) to all who responded.</li><li>○ Update and insert 'thank-you-by-name' flyer for this weekend.</li><li>○ Print/Distribute volunteer lists from your database system and give to ministry leaders for follow-up.</li><li>○ <b>Important:</b> All who submitted a Ministry/Talent form need to be contacted &amp; thanked. Even if ministry does not start until later in year or there is no current opening in that ministry.</li></ul>
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**All Stewardship of Talent resources can be found in [BOX](#)**