

YEAR-ROUND BEST PRACTICES

- Educate on Stewardship Year-Round (Use the “Keep the Message Alive Throughout the Year” calendar and document)
- Electronic Communications: Regularly collect Emails, Mobile numbers (or download of your Mobile App). Consider an “Email Sunday” or “Cell Phone Sunday” once a quarter). Use Electronic Communication Best Practices (available on-line).
- Website (Include a Stewardship tab and Newcomer tab)
Include a regular schedule to scrub past events/items.
- Annual Parish Report (contains Financial & Parish Life Info)
- Database Management: Ensure basic information is entered in database including other fields such as birth date, registration date, email, mobile number, etc. Include a regular schedule to clean up your database.
- Quarterly Financial Statements
- Promote Online Giving regularly (3x per year in 3 week blocks).
- Giving Planning Sheet (Available on website) Envelopes regularly (monthly or bi-monthly)
- Planned Giving Seminar (Every 3 years)
- Year-end wrap up (tax reminders, end of year donation request, general thank you to parish, etc.)

(All of these ‘Year Round Best Practices’ can be found in our “Box” file on the Archdiocese of Seattle website by clicking [here](#))