



ARCHDIOCESE  
OF  
SAINT PAUL &  
MINNEAPOLIS

*United in Faith,  
Hope and Love*



# Stewardship

*a way of life*

**2014 PARISH STEWARDSHIP PLANNER**

*Office of Development and Stewardship  
Archdiocese of Saint Paul and Minneapolis*

**ARCHDIOCESE OF  
SAINT PAUL AND  
MINNEAPOLIS**

**Most Reverend John C. Nienstedt**  
*Archbishop of Saint Paul and Minneapolis*

**Most Reverend Lee A. Piché**  
*Auxiliary Bishop of Saint Paul and Minneapolis*

**Most Reverend Andrew H. Cozzens**  
*Auxiliary Bishop of Saint Paul and Minneapolis*

**Very Reverend Charles Lachowitzer**  
*Vicar General – Moderator of the Curia*

**Margaret Slawin**  
*Office of Development and Stewardship  
Archdiocesan Stewardship Committee Liaison*

**Office of Development and Stewardship**  
328 Kellogg Boulevard West  
Saint Paul, MN 55102-1997  
651.290.1610

**Access the Parish Stewardship Tool Kit online at:**  
[www.archspm.org/departments/development-stewardship](http://www.archspm.org/departments/development-stewardship)

**ARCHDIOCESAN  
STEWARDSHIP  
COMMITTEE**

*\*ad hoc committee member*

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*The Basilica of St. Mary, Minneapolis*

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*St. Michael Parish, Prior Lake*

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**Stu Walker**  
*St. Michael Parish, Prior Lake*

*\*ad hoc committee member*

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**Dear Brothers and Sisters in Christ:**

During my time in the Archdiocese of Saint Paul and Minneapolis, I have been impressed by the generous sharing of time, talent and treasure from the faithful of our local Church. This practice of stewardship is central to our call to be disciples of Jesus Christ.

Christian stewardship begins with a sense of who we are as disciples of the Lord. A good steward recognizes that all blessings come from the Lord and these blessings are to be used to serve all of God's children.

This concept of Stewardship as a way of life is not focused on our temporal or temporary needs such as facilities and debt. It recognizes the innate spiritual desire to give. This desire lies within all our hearts. Our loving God created us in His image with the potential and expectation to share our gifts with the world around us.

My hope is to grow stewardship as a way of life within our homes, our parishes and throughout the twelve counties of the Archdiocese of Saint Paul and Minneapolis.

Essential to our success in accomplishing this vision will be the encouragement and formation of our clergy and laity in practicing and teaching stewardship as a way of fulfilling one's ministry in the parish.

I trust that the enclosed resources for parishes, schools and agencies will prove helpful in teaching the principles of Christian Stewardship.

I thank each of you for your generous spirit. Together we are living stones in the Temple built for the glory of God. Christ is our capstone. In union with Him we continue to build up that Temple so that all God's children can seek His comfort and know His love. May the intercession of Blessed Virgin Mary help us all to respond with joy to the Lord's invitation.

Sincerely Yours in Christ,



**Most Reverend John C. Nienstedt**  
*Archbishop of Saint Paul and Minneapolis*

## WHY STEWARDSHIP?

*A summary of the  
U.S. Bishops' Pastoral Letter*

*As each one has received a gift,  
use it to serve one another as good  
stewards of God's varied grace.  
1 Peter 4:10*

## STEWARDSHIP – A DISCIPLE'S RESPONSE

In the early 1990s, the United States Catholic Bishops collectively prayed and reflected on the hallmarks of Christian discipleship. Grounded by many solid Biblical foundations, the bishops concluded that a disciple of Jesus is truly a thankful, responsible and generous caretaker of God's many blessings.

Based on several parables and the many apostolic instructions, Jesus' disciples understood they were to share their gifts with others. They believed in a provident Lord who multiplied meager offerings of bread and fish.

Guided by Scripture, we believe that the Christian steward is a person whose prayer leads to a constant awareness that God is the creator of all blessings in life – spiritual and material. Jesus presented the ultimate gift to God – the gift of His life – and we, too, are called to follow in Jesus' footsteps by:

- **Receiving God's gifts gratefully**
- **Developing our gifts responsibly**
- **Sharing our gifts with others in love to build a just society**
- **Returning our gifts and all we have been able to do with them to the Lord.**

God has entrusted us with the gift of creation around us, the gift of being a disciple of Jesus, and the opportunity to share in God's mission through the Church. As we give gratitude for our gifts and care for them, we are able to be a witness of stewardship in our daily lives through:

- **Stewardship of Creation:** We respect life, protect the environment, and advance our world with humble human labor.
- **Stewardship of Vocation:** We carry out God's unique and individual role as a disciple.
- **Stewardship of the Church:** We share our time, talent and treasure to fulfill the mission of the parish, diocese and universal Church.

Stewardship as a way of life has astonishing implications for our relationships and our daily lives. We can experience life-shaping changes of mind and heart when we commit ourselves to the Lord. Recognizing God as the origin of life, receive gifts in a gratitude that is glued to action, eager to demonstrate our love for God and neighbor. The journey of discipleship is one of intense joy, fulfillment and peace. As Mary the mother of Jesus lived her ministry in a spirit of fidelity and service, we can find the same favor with God by living as authentic stewards of our world, our vocation and our Church.

## BEST PRACTICES IN PARISH STEWARDSHIP

The following list of best practices is gathered from Catholic parishes throughout the United States.

**1. Be a welcoming parish and build community.** Everyone has something to contribute. Communities known for their hospitality, vitality of faith, and service to those in need inspire others to do the same, share their gifts, and offer financial support to make these things happen.

**2. Appoint a stewardship committee.** Parishes that have an active and involved stewardship committee do more than only focus on the renewal and commitment season. Parishioners help plan a yearlong effort of stewardship formation and accountability.

**3. Be accountable to your parishioners.** Parishes that are accountable to their parishioners reap many benefits. When parishioners know where their treasure and gifts are used and how their time and talents are managed, they gain a broader understanding of stewardship and a greater sense of who they are as part of the parish. A Parish Stewardship Accountability Report can help parishioners understand how time, talent, and treasure are used in your community.

**4. Seek annual commitments of time, talent, and treasure.** Stewardship requires a commitment, yet the lives of parishioners change each year. An annual commitment/renewal process should encourage parishioners to: think about the time, talents, and treasure God has given them, reflect on the priority God and the Church have in their lives, decide how to share their gifts with God and the Church, and make an ongoing financial gift to God and the parish community.

**5. Set stewardship goals.** Challenging and realistic goals should be set for all ministries and clearly communicated to parishioners. Progress reports can also be shared to build on parishioner involvement and investment.

**6. Communicate with parishioners.** Information about stewardship should be communicated throughout the year in as many ways as possible; on the parish website, in the bulletin, in the parish newsletter, and in the liturgy through music, preaching, and the general intercessions. All communication should thank parishioners, inform them, and invite continued service. You can also provide inspiration and involve parishioners in creating and receiving a Quarterly Report and Annual Parish Stewardship Accountability Report.

**7. Identify lay witnesses.** Testimonies to parishioners are an important part of stewardship formation. As parishioners hear from other parishioners whose lives have changed as a result of stewardship, it can become more real for them. As we know so well from scriptures – it was the stories of men and women who were called to put their faith into action that built the church from generation to generation.

**8. Be grounded in prayer.** Invite all parishioners to pray a stewardship prayer during the renewal season and at special times throughout the year. Invite parish leaders to open and close every meeting with a stewardship prayer.

**9. Ask for help from the Archdiocesan Office of Development and Stewardship.** You don't have to do stewardship alone and every parish is different. The Office of Development and Stewardship can also be a great help to a parish throughout its stewardship journey. You can contact them at 651.290.1610 or go to [www.archspm.org/departments/development-stewardship](http://www.archspm.org/departments/development-stewardship) for further information.

## HOSPITALITY AND STEWARDSHIP

Kay Mottaz, Director of Stewardship  
Church of the Presentation of the Blessed Virgin Mary

"Let everyone that comes be received as Christ" is one of the most familiar and oft-quoted phrases of the Benedictine Rule. It emphasizes the preeminent position which hospitality occupies in every Benedictine monastery and serves as a beacon for every parish community.

Christian hospitality is the visible expression of Christian love, drawing people together, opening them to participation in the life of the Church, and setting the tone for the way we pray at Mass. More than just performing functions, the goal of hospitality is to make the love of Jesus more visible and tangible to everyone who comes to Sunday Mass. Both hospitality and stewardship deal with generosity – generous hearts and generous actions. They both require making people feel valued and affirmed in relationship to the church and to the parish.

In terms of stewardship, hospitality is an immensely important concept. We all know the "three Ts" of stewardship: time, talent and treasure? But, there are also "four Ps," the four pillars of stewardship – hospitality, prayer, formation and service. Why is hospitality mentioned first? Because without hospitality, none of the other pillars will ever take hold.

What can we do to create a culture of hospitality and welcome in our parishes? How can we make a concerted effort to reach out to our brothers and sisters who no longer actively participate in their faith? Hospitality at the parish level means parishioners taking ownership of making others welcome. Parishioners should see themselves as responsible for greeting and guiding strangers, for initiating small talk and for making an effort to welcome returning newcomers.

Parish communities known for the vitality of their faith and for the quality of their service to people in need invariably inspire others to participate in their ministries and to be generous in their financial support.

However, a parish that seeks to promote gifts of time, talent, and treasure to support the mission and ministries of the Church should first demonstrate that they are welcoming communities with a commitment to preaching the Gospel and serving the needs of others. At every level, the parish needs to promote hospitality – to evangelize those in the community who don't know Christ, to welcome new members, and to tie existing members more strongly to the parish community.

Stewardship is living out a commitment to be Christ-centered rather than self-centered. Profound gratitude, hospitality, justice and love are our fundamental motives for giving back to God. In a variety of ways, we, as disciples and "Co-Workers of Christ", share our time, talent and treasure to build God's kingdom on earth and make our world a better place.

## CREATING A CULTURE OF PARISH STEWARDSHIP

Adapted from a presentation to the International Catholic Stewardship Conference Presentation by Judy Urban, October 2003.

Many parishes struggle with how to make stewardship a “way of life” for their parishioners. While there are lots of resources to support financial stewardship, as well as sharing our gifts of “Time, Talent, Treasure,” there are few that assist parishioners be good stewards of all three.

I have found stewardship to be like a bicycle. The front wheel is our financial resources and the back wheel is our people resources. Because it can seem more concrete – and it is right out in front – it is tempting to give a lot of time and energy to the front wheel in our parishes. It seems to be the most critical when we are looking at how to meet needs. The back wheel, on the other hand, isn't as visible. It doesn't get as much attention and appears to just follow along after the front wheel. We might even take the back wheel for granted. We might think we will always find someone to volunteer. However, “volunteers” in parishes have been steadily “drying up” in a lot of parishes over the past 30 years. As older parishioners are less able to physically serve, travel more often, or are needed elsewhere to care for grandchildren, their numbers are decreasing. What was seen as an unendingly supply appears to be dwindling away – yet it doesn't need to if given attention, nurturing, and care. Parishioners can sometimes seem to be only the back tire, the people who come to Mass. Yet we know it is the back wheel that really drives a bicycle.

Energy comes from the back in a parish as well. People make the front wheel turn. When people who are invited to share who they are, they will share their gifts and all that they have. When a parish invites and engages the gifts, minds, hands, and hearts of parishioners in the doing of the ministry, they feel invested and have a sense of ownership and love for their church, as in any relationship. The energy and vitality of the parish actually comes from the back, while the front wheel is propelled on the strength of that commitment. Sharing our gifts in ministry and sharing financial resources come together in the call given to us in baptism to be disciples and thus stewards of all that God has given us.



## A CULTURE OF STEWARDSHIP

*When we talk of a culture of stewardship, a goal is often to make stewardship “a way of life.” This culture becomes a reality when we form habits of generosity and give thanks for all that God has given us by contributing a portion of our time, our abilities, and our income to our community and beyond.*

## ONE CHURCH – MANY CULTURES

As parishes begin to explore how to best encourage a “culture of stewardship” in their community, it is important to be aware that there are many cultures that are already active and have been formed over years of prayer and gathering together each Sunday.

One way of understanding “culture” is simply the way groups of people act together. The values and habits shared by a community, common foods, what they celebrate, when, and how all become a “way of being” and, over time, become a shared way of living that develops into the culture of the community.

Cultures can sometimes be discovered through “unwritten rules,” such as “Don’t talk in church, don’t wear shorts to church, or dress up for church.” Preferences for worship can also offer clues; “When is the quiet Mass? When is the choir singing? I wish they wouldn’t shake hands all the time, or I wish people would be more welcoming.” These questions and sentiments offer valuable information about the Mass culture and style of prayers parishioners desire.

### Catholic Culture

There is also a “Catholic” culture that has become part of our practiced history; “Catholic guilt, Catholics never sit in front, or Catholic don’t sing.” These experiences and actions might not be conscious in the minds of parishioners, but they can be acted upon unconsciously. Someone who always sits in the front of a class, might never consider sitting in the front of a church, however they might not know why or even realize the difference in their choices.

There are also values that express an “American” culture, such as rugged individualism, freedom of expression, and dreams coming true. At times these values can clash with Catholic cultural values that care for well-being of all people, support for the common good, and respect for the life and dignity of the poor, and those most vulnerable.

### Immigrant Cultures

In the formative years of our country, Catholic communities were often identified by their country of origin as Catholics came from Italy, Germany, Ireland and Poland to seek a new life. They prayed together in their own language and in customs of their homeland. This history is still found in the names of churches, particular architecture, and parish festivals that offer particular types of food, entertainment, and activities to harken back to the culture of a particular country.

Over time, the cultural expressions of the first immigrants to the United States have become part of the fabric of America, such as with Italian pizza or spaghetti, German polka bands, or the celebration of St. Patrick's Day. While these foods and festivities might now seem as American as "apple pie," at one point they were viewed as different and foreign, because they were not part of the existing "culture" of those around them.

In recent years, there has been a new wave of immigrants to the United States as people have traveled from Mexico, Africa, Thailand, Viet Nam, Korea, throughout South America, and other parts of the globe. They too have brought patterns of living, favorite foods, clothing, and styles of prayer that are part of their homeland culture.

It can sometimes be challenging to encounter strangers who speak another language, dress differently, or discover unfamiliar foods in local grocery. We might feel out of place, or long for a recognizable sameness that we can't quite identify, but more than likely we are longing for our established culture, just as those who are now far from the land they have called home.

### Sunday Culture

Like the United States, our Catholic communities have become a new home for many immigrants. However, whether it is a family new who has just come from Africa or a new individual from another parish whose family has lived in the city for generations, is an adjustment for those who already know one another in the parish and have gradually defined the culture of how they pray and celebrate together as a community.

While change is never easy, we are called to act as Christ and welcome all as we would welcome Him. Welcome formed the beginnings of the Church as Christ invited his disciples into friendship with him and his disciples welcomed others into their life of love of neighbor and caring for those in need.

Welcome remains our charge today as we grow as a community of disciples and get to know one another, share our experiences and insights, and discover how we can continue to serve God together.

### Growing as a Cultural Community

Greeting one another and talking at church has not always been a part of our "Catholic" culture, so it can sometimes be hard to get to know people beyond "seeing them at church." As new members and especially new immigrant members join your parish, it can be helpful to provide gatherings where parishioners can get to know each other, discover what they might have in common, discover their preferred culture of church, and learn about their countries of origin. Here are some suggestions for how this could happen at an afternoon or evening gathering.

### Preparation

- Invite all parishioners to bring an object or a word that represents their favorite part about going to Mass or being Catholic. Examples could be a hymnal because they like to sing, a picture of people from a magazine that represents the community, a rosary that indicates a style of prayer they value, or the word "silence," written on a piece of paper that expresses the peace they find at Mass.
- Also invite all parishioners to bring a food from their country of origin or heritage to share.
- Identify someone to share and lead a short discussion about the history of European immigrants coming to the United States in the 1700's and 1800's, the new immigrants Latin America and the southern in the 20 and 21st centuries, and how the Church's role in supporting their faith as they settled in a new country.
- Identify someone to share and lead a short discussion about culture in regard to faith, styles of prayer, and experiences of church, family, and community.

## During the Gathering

- Invite everyone to write their country of origin or heritage on their nametag and to sit with parishioners from other places, whom they don't know.
- A large world map can be present with pins for people to locate where they are from throughout the world or their family heritage.
- Begin the gathering with a simple prayer or prayer service and song that integrates the heritage of the parish, different languages of new immigrants, the parish heritage, or surrounding community.
- During the dinner, encourage people to talk about the food they brought and share any stories of their family history or the country of their origin.
- When most people have finished eating, ask the pastor, parishioner, or invited presenter to share and lead a discussion about the process of immigrants coming to the United States in the past and now.
- Discussion questions can be on table tent at each table to assist with table discussion. Questions in regard to country heritage can be on one side and questions about faith culture can be on the other.
- Have the speaker invite comments from everyone to share with the larger group.
- Repeat the presentation and discussion process with the focus on faith culture.
- Conclude with a simple prayer that includes thanks for diversity and the many cultures that form us in faith or similar themes.

## Afterward

- Write about the event for the bulletin or parish newsletter, so that those who were not there can have a sense of what was shared.
- Invite parishioners to share their experience and include quotes in the bulletin summary.
- Perhaps hold a similar event and feature a particular country culture. Include a presentation about that country and invite all parishioners to try and prepare food from that country. Perhaps include entertainment from the country and other visual information and decorations. Include background about how faith is practiced in the focus country.

For assistance with how to grow in understanding the culture of your parish, contact the Development and Stewardship Office at 651.291.1610.

## USING THE WORD “STEWARDSHIP”

*Stewardship is about using the resources, gifts, talents, and abilities that God has given us to make earth more like heaven and live as disciples of Jesus Christ. What an amazing responsibility!*

*Understanding stewardship is one more way to spread the Gospel and encourage everyone to glorify God with their lives.*

## USING THE WORD “STEWARDSHIP”

Although the word “stewardship” is rooted in the bible and our Christian tradition, the word itself can at times sound foreign to Catholics. The good news is that learning about the meaning of stewardship can also be a good way to introduce a greater understanding of discipleship, invite people to participate in parish life, identify gifts and abilities, and emphasize how we are called to share our abundance with others, especially those in need.

### Do We have to Use the Word Stewardship?

Saint Francis is said to have told his community to “Preach the Gospel at all times. Use words if necessary.” Stewardship could be approached in a similar way, however it is important to help parishioners continue to understand the fullness of stewardship and realize it is more than a program or a gimmick – It is a way to live as a Christian disciple. How to be a disciple is one way to begin to talk about how to be a good steward.

### A Rich History

Stewardship is not a new word and has been used in relation to caring for the land since early Christianity. Today we connect care of the land to care for all that God has given us. All of God’s creation is to benefit everyone – not just one individual.

Even if we own property or any other possession – it is still God’s and is given to us for our care, not to possess. Nothing is ours alone – it is ours to care for – and to share.

### What Does Stewardship Mean?

In its simplest form, stewardship means the “management of resources or to take responsibility for.” To be a good steward means to care for something well. To be a Christian steward is to care for or take responsibility for the gifts that God has given us – which is everything – and use them well.

### Stewardship Today

While it is important for all parishes to care for their land, today we also look at all the needs in our community. Together as a parish, we are called to think about how we can pool our resources to support one another, grow in faith together, and offer assist those who are sick or cannot care for themselves.

## Parish Participation

There are many ways to talk about stewardship and parish participation without using the word “volunteer” or “stewardship,” or even the word “gifts.” A variety of words can be used, so that parishioners can begin understand the fullness of stewardship more readily.

At its core, stewardship is offering and sharing our gifts and resources to help others and inviting the whole parish to do the same.

Some words or phrases that can be used when we talk about stewardship are:

- Can you help?  
We need your help.  
How would you like to help?
- How would you like to participate?  
What can you offer?
- What are you best at doing?  
What do you love the most?  
What are your talents/gifts/abilities?
- Everyone is invited to contribute/participate/help.

## If Your Community Stumbles Over the Word Stewardship

More than using the word stewardship, it is important to know what it means.

- Have a brainstorm session with your Stewardship Committee and see how many ways there are to talk about stewardship without using the word stewardship, time, talent, treasure, gifts, or volunteer.
- Discuss the word “stewardship” at your parish council and encourage committees to have a similar discussion. Provide information and background on stewardship, along with questions to guide their conversations, such as:
  - What does stewardship mean to you?
  - What is hard to understand about stewardship?
  - What other words come to mind?
  - What would help you learn about stewardship?
  - What would you like to learn most about stewardship?

*“As each one has received a gift, use it to serve one another as good stewards of God's varied grace. Whoever preaches, let it be with the words of God; whoever serves, let it be with the strength that God supplies, so that in all things God may be glorified through Jesus Christ, to whom belong glory and dominion forever and ever. Amen.”*

*1 Peter 4:10-11*

TIMELINE FOR  
PARISH STEWARDSHIP

JUNE - AUGUST

Commitment Season 2014

*Please note these dates can be changed to accommodate the timing and schedule of your individual parish.*

- Regional workshops offered by the Office of Development and Stewardship
- Stewardship Committee meets to determine plan
- Update parish census data
- Orientation of pastor regarding stewardship plan for 2014
- Development and preparation of parish communication materials
- Selection and recruitment of lay witness presenters
- Parish communication materials ordered and returned from the printer

SEPTEMBER - NOVEMBER

- Committee meets to review and finalize the plan, conduct lay witness orientation.
- Below are suggested themes parishes can choose from.
- Introduction of the stewardship effort, Parish Stewardship Accountability Report, bulletin announcement, Mass announcement and General Intercessions
- Letter from pastor, reflection guide, commitment form and reply envelope
- Lay witness, bulletin announcement, Mass announcement and General Intercessions
- Parish Ministry Fair (optional)
- Pastor's invitation to participate, commitment forms in the pews, commitment forms returned, bulletin announcement, Mass announcement, General Intercessions.
- Record commitments and send thank you letters
- Opportunity to return commitment forms, forms in the pews, Mass announcement and General Intercessions
- Mail follow-up letter; complete follow-up calls and emails, record commitments and send thank you letters
- Pastor/Stewardship Chair thanks all parishioners who returned a commitment form and reports on the results to date

DECEMBER

- Calls made to thank and involve all new volunteers.

## PLANNING AND PREPARATION

*Vibrant parishes have a shared vision  
and goals that support that vision.*

## STEWARDSHIP AND PARISH PASTORAL PLANNING

When we were baptized, we entered a new life of faith and became one with Jesus Christ. Through the power of the Holy Spirit, we continue to grow in faith as disciples of Christ and look to him as our example in how to care for our neighbor and offer all that we are to God.

Stewardship is a faith response to God's love as we recognize all we have been given and seek to share it with others. The Stewardship Tool Kit offers guidance to help parishioners become more aware of their gifts and make stewardship a way of life in your parish.

Parish pastoral planning is central to using this toolkit and for stewardship to spread throughout parish life. Pastoral planning is a prayerful and engaging process that helps parishes develop, embrace, and define their mission with goals and actions steps to meet needs in their community and beyond.

The book of Proverbs tells us, "Where there is no vision, the people perish." (Proverbs 29:18) A shared vision and a pastoral plan for parish leaders is essential in order for a mission statement to guide all parish activity and become more than words on a piece of paper.

The four pillars of parish stewardship are hospitality, prayer, formation, and service. This foundation can support every aspect of parish life as each parishioner is called to strengthen these pillars, share in the Church's mission, care for one another, and build God's kingdom here on earth.

A parish pastoral plan guides parish resources to support these pillars and help parishioners generously commit their time, talent, and treasure to strengthen this foundation. These pillars invite parishioners to experience, witness, and live stewardship as a way of life in response to their baptismal call to discipleship.

As a parish embraces stewardship as a way of life, the members of a stewardship focused parish recognize their responsibility not only to their own parish, but also beyond to their local community, the archdiocese, and the Universal Church. Parish pastoral planning helps parishioners respond as grateful disciples to God's love with all of who they are and all they have been given.

## ROLE OF THE PASTOR

A pastor's visible and real commitment to stewardship as a way of life is critical to the success of parish stewardship efforts. This commitment can be expressed in his life in the following ways:

- Gain a better understanding of how Christian stewardship is as an important part of our call to discipleship.
- Call forth and form a Parish Stewardship Committee. Include Stewardship Committee representation on the Parish Council.
- Attend Parish Stewardship Committee meetings.
- Serve as the chief spokesperson for stewardship in the parish during the awareness weekend and beyond. Introduce stewardship efforts during commitment weekend and invite parishioners to participate.

## ROLE OF THE PARISH STEWARDSHIP COMMITTEE

An understanding of stewardship as a way of life must be present in all committees and commissions in order for the parish to promote a shared vision of stewardship. It is important to have a group of five or more committed individuals guide this understanding as a Stewardship Committee. Ideally, the Stewardship Committee functions separate from the Finance Council and focuses on stewardship formation and the annual renewal of stewardship. This allows the Finance Council to concentrate on the financial needs of the parish, rather than on how to increase giving.

An active, involved, and practicing Stewardship Committee is fundamental for supporting the ongoing formation and commitment of parishioners in the stewardship of time, talent, and treasure.

Whether you have an existing Stewardship Committee or planning to start one, it is important to consider the "why" of the Stewardship Committee, the best candidates

for membership, and the goals of the committee. You may have heard people say, stewardship is not just about money and indeed, it is not. Stewardship is a lens through which we as disciples understand our role in fostering the mission of the church to continue Christ's work on earth.

### Why a Stewardship Committee?

The goal of the Christian life is to be a disciple of Jesus Christ. The steward's path is a disciple's way of life, a path that starts at our baptism when we are incorporated into the one body with Christ. As we grow in maturity, we become aware of our call to serve as disciples. Whether we are serving in a parish ministry or participating in the holy work of financial generosity, our efforts align with the mission of the Church and our call to be God's co-creators in transforming our world.

To support and encourage our discipleship the Church asks us to participate in practices and activities that help strengthen and renew our faith. For example, Lenten practices include praying, fasting, and almsgiving. We are also asked to participate in Sunday Mass and pray each day on our own. Stewardship is another practice encouraged by the Church that can strengthen and renew our faith.

### Stewardship practices can help us understand our relationship with the resources God has entrusted to us.

**Stewardship - as a practice of discipleship** begins with the realization that all we have and all we achieve is a gift from God.

#### Stewardship is comprised of:

1. Gifts of service and ministry (talent)
2. Gifts of prayer and worship (time)
3. Gifts of financial offerings (treasure)

Whether our resources are money or the ability to do something well, the practice of stewardship helps us realize that God is the source of all we have. Realizing that God is at the center of all that we have helps us keep a proper perspective about our ownership of the "stuff" we work hard to accumulate and the acclamations we receive for our special abilities.



*How can I repay the LORD for all the great good done for me? — Psalm 116:12*

The practice of stewardship helps us understand that all we possess is a gift from God. We unwrap our gifts and gratefully tend them in a responsible manner while realizing that the gifts God has given us are not gifts just for ourselves; they are meant to be shared for the common good. As we unwrap our gifts, we become their caretaker. In gratitude we share a portion of our gifts to continue the healing and reconciliation ministry of Jesus.

A parish Stewardship Committee will help build a parish environment where all members come to understand their giftedness, their role as stewards of their gifts and how they can graciously return some of their gifts to God. As disciples, the Stewardship Committee members provide leadership in inviting parishioners to see themselves as disciples of Jesus who are aware of how God has gifted them. The Stewardship Committee plays a unique role in the leadership groups of a parish since its role is to foster this point of view in all areas of parish life.

But how does the Stewardship Committee begin its work? First, the goals of the Stewardship Committee are in the parish mission statement. What does the parish mission statement emphasize? For example, does our parish mission statement emphasize hospitality? If so, the stewardship committee plans how the gifts of the people can support this goal. In planning what parish resources are needed to make this goal a reality, the stewardship committee identifies how the gifts of prayer, financial giving, and service can help create a vision of what it means to live out the mission so that each individual's unique gifts are welcomed. The Stewardship Committee invites the parishioners to align their personal choices with who they say they are in the mission statement.

**Stewardship Committee Goals –  
What do we hope to accomplish?**

A Stewardship Committee calls forth the gifts and talents of parishioners to fulfill their baptismal call to engage in the life and mission of the Church for the work of the parish. The Stewardship Committee increases parishioner engagement in parish life by:

- creating a systematic interconnection of the stewardship practices in the parish
- constructing comprehensive, efficient and sustainable parish stewardship processes, and
- building stewardship resources for the holy work of financial generosity and service in parish ministry.

**Creating a systematic interconnection of the stewardship practices in the parish**

The Stewardship Committee

- does behind the scenes tasks that make it possible to assist the community in inviting, educating, and organizing parishioners so a parishioner's personal stewardship is nurtured and they respond generously for the life and mission of the church.
- conveys to the parish at-large that the way we participate in stewardship is more important than getting something done. In a Christian community, urgency and efficiency are not our primary values in determining what we do. While we would like to be efficient in our efforts, it is more important to act in a manner that is consistent with Gospel values and to consider the good of the whole community.
- creates communications and systems that help parishioners easily participate in parish stewardship opportunities.

We might think of this goal as creating on-ramps to parish stewardship practices. Our parishes should be places where offering ones gifts depends on what unique gifts God has given you. A good question for a stewardship committee to continually ask is, "How easy is it for a new or long-term parishioner to participate in stewardship?"

### Constructing comprehensive, efficient and sustainable parish stewardship processes

The Stewardship Committee should model a leadership style that is invitational and collaborative. The Committee leads by providing opportunities for parishioners to discover what it means to be a disciple and generous steward of their gifts.

In the work of building or maintaining a stewardship culture we call forth the gifts of the people and use words, images, and Scripture to portray our faith as one in which everyone is uniquely called and gifted.

#### What are we doing?

*There's a well-know story about three bricklayers working side-by-side on a medieval cathedral. When the first bricklayer was asked what he was doing, he responded, "I am placing bricks on top of each other."*

*The second bricklayer responded, "I am building a wall."*

*The third bricklayer responded, "I am building a cathedral!"*

Constructing a parish stewardship process includes cultivating a stewardship culture that develops the identity of faith community members as active, service-oriented disciples of Jesus Christ. The word "disciple" is found 250 times in the New Testament and is portrayed as a permanent situation rather than a transitory period of growth.

Today the invitation to discipleship and ministry comes from Jesus, the risen Christ, through the action of the Holy Spirit in the sacrament of baptism.

Eucharist provides renewal and readiness to become a witness to Jesus Christ. We are ever learning what it means to be a disciple of Jesus.

One definition of culture is that it contains our deeply held, stable values, norms, behavior patterns, rituals and tradition that allow a group to integrate various elements in to a cohesive whole. Culture is like the air we breathe and like air is often invisible.

#### Culture - what is it?

- *Like the air we breath*
- *Mostly invisible to those within it*
- *Steers thoughts and actions*
- *Unspoken assumptions*
- *Is it fostering our vision / goals?*
- *Is it standing in our way?*
- *Leaders nudge culture in direction of goals and vision*

A way to form and engage parishioners in a stewardship culture is by paying special attention to the language and values that are portrayed when talking about stewardship. Are we "laying bricks" or "building a Cathedral"? Do we view our work as narrow "tasks", hoping to achieve our vision OR are we working from our vision while completing necessary tasks? Are parishioners "helpers," "volunteers," or the "people of God serving God's mission"? As members are called to serve are they being formed in gospel values, i.e. what Jesus said, what Jesus did, and what Jesus told us to do? Do we motivate others from a sense of "duty" or from gratitude for God's abundant grace?

### Suggested stewardship resources for the holy work of financial generosity and service in parish ministry.

- Booklet for ministry
- Examples of ways and amounts to give financially
- Bulletin/ website and other communications to reinforce discipleship, and the role of stewardship in a disciple's life
- Invitations to participate
- Affirmations and celebration for the holy work of stewarding God's gifts
- Articles that promote the good works of the parish
- Formation activities for parish leadership groups that help convey the value of stewardship practices

#### *15% of Jesus' words were about money.*

#### *Where your treasure is, your heart is. — Matt 6:21*

Other goals that might be considered to foster an understanding of stewardship could include:

- Catholic perspective of stewardship as portrayed in the USCCB pastoral letter; Stewardship – A Disciples Response.
- Stewardship parish culture where the parishioners work together to build an appreciation of the stewardship practices of prayer, financial generosity, and service in ministry so that everyone is encouraged and knowledgeable about the opportunities to use their God-given gifts for the mission of the Church.
- Stewardship processes that are able to invite and employ the gifts of the people.
- Ongoing education and communication on the good works of the parish

### Recruiting a Stewardship Committee

A strong Stewardship Committee has certain attributes. Members should have some or all of the following attitudes:

**Are spiritually motivated** – Look for people who are “Eucharistic.” Those who have a deep relationship with Jesus are grateful for their faith and act on that gratitude. Expects committee meetings to include prayer and activities that provide spiritual growth.

**Visionary** – they are not afraid to ask “what if?”

**Exemplify and live out stewardship** – Identify members who are already personally committed to stewardship as a way of life. They may not call it stewardship, but they live it. They already give their time in various parish and community activities, and also give regularly and to the parish and organizations in need.

**Invitational** – Has a desire to make the parish a place where the energy and passion of the members are welcome. They do not tell parishioners what to do, rather they invite them to participate in stewardship opportunities and take seriously the faith they profess by how they live. Identify parishioners who can bring diverse ideas about stewardship in the parish. Some may think stewardship is about giving money, while others may see it as recycling paper or volunteering.

**Dream about what stewardship can do for the parish** – Understand the importance of the parish mission and what stewardship practices can do to make a difference in their community. Develop an understanding of stewardship as a faith response on many levels in the parish and be willing to learn as much as they can to share it with the parish.

**Collaborative** – we travel together as Christians and use gospel values to guide our efforts. Gospel values are what Jesus said, what Jesus did, and what Jesus told us to do.

**Finds a firm foundation in the unique giftedness of the parishioners** – Members should be comfortable asking parishioners to reflect on their gifts and how their gifts might support the mission of the parish.

**Practices hospitality** – Nothing inspires people more than a church that “walks the talk”. The importance of stressing the practices of hospitality cannot be over stated. One thing that is certain about a Christian community is that it is built on relationships. We emulate the Trinity when we form a community where love is present. We need to know each other and welcome the stranger if we are to carry on Jesus’ work.

Something to remember is that financial skills are not necessary. This is not a committee that needs to understand financial statements. The essential skills are the abilities to inspire, creatively present ideas, and organize the details of engaging a large number of parishioners.

TEMPLATE/SAMPLE  
[PARISH NAME] STEWARDSHIP COMMITTEE MEMBER POSITION DESCRIPTION

**Ministry:** Stewardship Committee Member

**Contribution to the Parish Mission Statement:** “[Insert the part of your parish’s mission statement that applies.]”

The Stewardship Committee will help parishioners easily participate in the holy work of discipleship, ministry and financial generosity. The Stewardship Committee will provide leadership for forming a culture of generous support for our parish ministries and mission.

**Description:** Members will assist in creating a sustainable plan to invite parishioners to be generous in offering their gifts in support of the parish mission.

**Responsibilities:**

- Attend and participate in meetings
- A willingness to form one’s self in the Catholic Church’s understanding of stewardship.
- Participate in parish events by assisting parishioners engage in stewardship activities.
- A willingness to form working relationships with other committee members
- A willingness to examine and enhance parish hospitality.

**Qualifications:**

- Desire to help the parish fulfill its mission through stewardship efforts.
- Interest in developing a Catholic stewardship culture at [parish name]
- Ability to work in a collegial process for the common good
- No special education or financial skills are needed

**Time Commitment:**

- Six to Ten meetings a year.
- Two to four weekends after Mass/events.

**Length of Commitment:**

- Three years desirable

**Training:**

The committee members will be provided with a copy of Stewardship, A Disciple’s Response (US Conference of Catholic Bishops) for discussion at committee meetings.

**Contact Person / Responsible to:**

Pastoral Associate of Stewardship - \_\_\_\_\_ and Committee Chair - \_\_\_\_\_.

**Comments:** This is a new ministry and consequently this position description may need to be updated after the committee is formed.

## STEP BY STEP RESPONSIBILITIES OF A STEWARDSHIP COMMITTEE

*An active Stewardship Committee is vital for ongoing formation and the commitment of parishioners as stewards of time, talent and treasure.*

### 1. Renew your stewardship process on an annual basis.

This “process” usually takes place over four weekends every year. Typical annual communication and activities include: a mailing with information on stewardship sent to each household in the parish, general intercessions, Mass announcements, bulletin announcements, newsletter information, commitment forms, and related information posted to the parish website.

The first two weekends are awareness weekends and include: a homily by the pastor on stewardship, an accountability/stewardship report that presents the ministries made possible by the parishioners support, a personal testimony by a lay witness from the parish on how stewardship is lived out in his/her life.

The third weekend serves as a commitment weekend, where parishioners, along with the pastor, bring their commitment forms of time, talent and treasure to Mass (or complete them during Mass) and place them in the collection basket. The final weekend is a follow-up weekend, to give parishioners another opportunity to return their stewardship commitment.

**2. Invite individuals and/or couples to share personal experience about stewardship with parishioners.** These lay witness testimonies are probably the most personal and inspirational way to communicate the joy found in sharing God's gifts. The lay witnesses should fully embrace their faith and the practice of stewardship, but everyone has a different story and perspective to share.

**3. Prepare and regularly update a Volunteer Ministry opportunity list.** A Volunteer Ministry list or booklet outlines how parishioners can serve the parish. Possibilities may range from one-time opportunities, such as pruning parish trees to on-going ministries, such as an altar servers or faith formation teacher. *Further information on how to build an effective volunteer ministry system is also found in the Time and Talent section of this planner.*

**4. Contact those who responded on the commitment form and invite them to participate.** Create a team to follow up with new participants. This team makes sure that all participants are contacted, connected with the appropriate parish ministry, and receives all of the guidance and information needed to do their ministry. Planning and preparation before a stewardship commitment process and follow-up afterwards to connect new participants with the appropriate ministry is essential for stewardship becoming a way of life in any parish. Without personal contact, parishioners may not respond to future invitations and feel like they were left as a name on a list without value. *Further information on how to build an effective volunteer ministry system can be found in the Time and Talent section of this planner.*

### 5. Evaluate parish stewardship and communication.

Review your stewardship process on an annual basis. This includes comments, criticisms, and questions received on commitment forms, the letters, reflection guides, bulletin announcements, newsletters, articles, and other materials used throughout the year; and verbal presentations, such as homilies and lay witness presentations. Are needs being met? What more can be done to share stewardship information with parishioners?

**6. Enhance parish hospitality.** Review how you welcome new parishioners and visitors. Include information about stewardship in any introductory or new-member presentations or materials. Reflect on how the parish shows gratitude for all members of the community during Mass and at all parish functions.

**7. Establish parish goals.** Set challenging, yet realistic for all ministries. Seek out progress reports when possible to see how things are going.

**8. Develop a Parish Stewardship Accountability Report.** Help parishioners understand the priorities, goals, and accomplishments of the parish. Be sure to thank, inform, and invite participation throughout all aspects of the report.

**9. Remind parishioners about stewardship on a regular basis.**

Offer stewardship reflection in the parish bulletin, parish newsletter, and general intercession. Reflections can include Scripture quotes or quotes from other sources. The parish newsletter can present experiences and stories about stewardship. General intercessions with a stewardship message can often be prayed throughout the year.

**10. Offer stewardship information on the parish website.**

Create a web page dedicated to stewardship. This can include reflections by individuals or couples who are examples of good stewards, Q & A's on stewardship, or general information.

**11. Incorporate comments about stewardship in Sunday homilies.**

The three-year liturgical cycle of Gospel readings contains at least one Gospel with a stewardship related message each Sunday. The whole homily or references to stewardship can promote consistent reflections on stewardship throughout the year.

**12. Planned Giving.** Identify a member of your Stewardship Committee to serve on the Parish Planned Giving Committee. Start a Planned Giving Committee if your parish does not have one.

**13. Expand your focus beyond the parish.** Invite the parish to explore the needs of others in the local communities, throughout the archdiocese, and the world.

## PARISH MATERIALS AND PRINT/MAIL SERVICES

Information and communication are extremely important for stewardship efforts to take root in a community. Informative, personal, engaging, eye-catching, and easy to understand communications make a difference in all stewardship processes. These include:

### Parish Materials:

- Mass announcements
- General intercessions
- Bulletin announcements
- Letter from the pastor
- Reflections guides
- Commitment form (prayer, time, talent, treasure)
- Stewardship prayer
- Poster

## PRINT/MAIL SERVICES

The Office of Development and Stewardship has arranged with a local printer/mail house to assist parishes with printing and mailing needs. Parishes will work directly with the printer, but you can contact the office at 651.290.1610 to get started. Services can include:

- **Data Preparation** – Update your household data and prepare for mailing – sort by zip code; proper salutations.
- **Personalization, customization and printing of all parish materials** – Your letter from the pastor and commitment forms will be customized to your parish and personalized for your parish households.

- **Prepare and send mailing** – The printer/mail house will prepare and send a personalized and customized mailing (letter from pastor; reflection guide, commitment form and reply envelope) to each household. Posters, prayer cards and extra commitment forms will be sent directly to the parish.

## STEPS FOR PARISH MATERIAL AND DATA PREPARATION

- Select reflection guide for parish mailing.
- Select parish time and talent ministries.
- Determine plan for printing and mailing.
- Determine plan for segmenting your invitation to give.

## ADDITIONAL PREPARATION

- Discern and select lay witness presenters.
- Prepare time and talent booklet describing how parishioners can share their gifts.
- Customization of Mass announcements, general intercessions and bulletin announcements.
- Prepare Parish Stewardship Accountability Report.
- Coordinate parish ministry volunteers.



## TIME AND TALENT

*Volunteer (Shared) Ministry calls forth the gifts and talents of parishioners to actively participate in the life and mission of the Church.*

*As baptized children of God, every person is uniquely gifted by God and called to share their gifts with others to build the kingdom of God.*

*Volunteer (Shared) Ministry offers support to assist the community as they invite, organize, recognize, form, evaluate and celebrate volunteer ministers and leaders. This support is an invaluable as parishes grow in their commitment to stewardship as a way of life.*

## WHAT IS A VOLUNTEER (SHARED) MINISTRY?

Volunteer (Shared) ministry focuses on those who minister both within and outside the faith community. Twelve interconnected and mutually supportive processes link parishioner's gifts with ministry opportunities:

- 1. Plan.** Establish a shared ministry team, provide initial formation, assess needs, and develop a written plan to begin building the foundations of a shared ministry system.
- 2. Discover Gifts.** Develop a process where all parishioners can discover their unique interests, motivations, experiences, dreams, needs, talents, strengths, weakness, and all the gifts that God has given them.
- 3. Design.** Design volunteer ministry opportunities that best serve today's Church and its mission for your local parish and surrounding community. This might be different for every parish.
- 4. Invite.** Create a process where all ministries invite volunteer ministers through discovery and invitation of their gifts, talents, and discernment.
- 5. Interview.** Use interviews or "conversations with a purpose" to help leaders and volunteer ministers build a relationship of trust, as they share information and make decisions together to explore how parishioners will offer their gifts.
- 6. Match.** Craft a way to match parishioner gifts with appropriate ministry and participation.
- 7. Train.** Design and implement a way to form parishioners who participate in parish ministries.
- 8. Supervise.** Build a supervisory process that supports the personal and spiritual growth of the volunteer ministers and also helps them grow in their ministry participation.
- 9. Support.** Set up a support system for volunteer ministers that assists them with their participation and recognizes their unique worth and gifts.
- 10. Evaluate.** Create an evaluation method that honors both the needs of the parish and the volunteers who meet those needs. Allow for reflection that integrates what volunteers offer the parish, their sense of call, how they meet needs, and their experience in doing so.
- 11. Manage Data.** Create a data management system that tracks the gifts that parishioners offer to the parish. Affirm volunteer ministers and assist leaders to establish ministry goals after the commitment forms have been completed.

**12. Manage Risk.** Develop risk management policies and procedures that ensure safety, respect, and dignity for volunteer ministers and those they serve.

**13. Collaborate.** Encourage and provide opportunities for all parishioners to follow their baptismal call and use their God-given gifts in ministry and service. Volunteer (shared) ministry cannot happen without parishioners. In a shared ministry system, the parish works together to build volunteer (shared) ministry that welcomes the gifts parishioners offer, as well as inviting them to meet needs.

*Adapted by Mary Ann Marschall from Sharing the Ministry (1995), Jean Trumbauer*

## TIME AND TALENT COORDINATION — THE VOLUNTEER COORDINATOR

Parishioners who offer their gifts, but are not contacted afterward can feel unwanted or not needed – despite the parish's best intentions. To avoid this difficulty, appoint someone on the Parish Stewardship Committee to make sure that parishioners are matched with their ministry and are put in contact with the person who guides it. The Volunteer Coordinator can also arrange orientation and formation, coordinate the commissioning of new volunteers, and keep the parish ministry participation booklet current. Volunteer Coordinator responsibilities involve the ability to organize lots of details, connect well with parishioners, warmly welcome them, and guide them in their new ministry.

### Volunteer Orientation and Training

Every new volunteer needs to know what is expected of them, who to go to for help, and support. Learning the ropes for child care during Mass may take five minutes for a mom, or learning how to set up coffee and donuts after Mass may take working side-by-side one Sunday; but teaching a Religious Education class can require Catechist Certification. The person in charge of each parish ministry and the Volunteer Coordinator work together to form each new volunteer, so that they are able to meet the needs required for each type of service.

## PARTICIPATION – PROMOTING MINISTRIES

### Parish Ministries Catalog

An important resource for any Parish Stewardship Committee is to develop a parish ministries catalog or booklet to inform parishioners of how they can volunteer their time and talent. Catalogs work best when they include a short description about each ministry, who is served, and the contact information for who is responsible for the ministry.

The catalog should be updated regularly and distributed to the parish, in print, as well as in an electronic format on the parish website. The catalog can be a simple one-page handout or professionally designed with many pages and photos. Different parishes have different needs. If your parish is a bilingual, consider including both languages in the catalogue, so that the whole parish can participate fully. One language can form the first part of the catalogue and another the second, or both languages can appear on all of the pages together.

### Ideas for the content of your Parish Ministries Catalog

Include contact information for the parish and any school staff, including the pastor, parochial vicar, deacons, parish office, parish school, religious education, youth ministry, liturgy, pastoral care, and any other ministry contact information that will help people participate.

- List the weekly Mass and Reconciliation opportunities, as well as sacramental preparation information for baptisms and weddings.
- Note the date of printing to keep track of updated versions.
- Present opportunities for ministry participation with a short description of purpose, who is served, and the contact information for who guides each ministry.

## PARISH MINISTRY FAIR

### What is a ministry fair?

A ministry fair provides an opportunity for parishioners to find out more about how they can participate in the parish. Since every parish is unique, the purpose of a ministry fair can vary according to the needs of each parish. Here are some of the ways a ministry fair can support the work of stewardship:

- As a celebration of the work of the Church.
- As a “thank you” to all those who carry out the parish’s mission.
- As an opportunity to increase the awareness of ministries within the parish community.
- As an opportunity for parishioners to explore service in and outside the parish.
- As a way to connect parish stewardship and discipleship.
- As an occasion to affirm volunteer ministers and their service within the larger community of volunteers/disciples.
- As a way to build community and encourage volunteer participation.

Finding more volunteers is not always the primary purpose for hosting a ministry fair. Experience has shown that ministry fairs do not always produce large numbers of new participants; however, it is a wonderful way to build relationships, provide information, introduce leadership, and invite participation without the pressure of immediate commitment.

### When is the best time to hold a ministry fair?

The best time to host a ministry fair depends on what your parish hopes to accomplish. Some parishes hold their ministry fair in early fall in order to tie it into their overall message of stewardship commitment. Other parishes do so in the spring to promote and encourage volunteer ministry opportunities for summer or fall and connect with the Easter season, the commitment of the apostles, and renewal of baptismal promises. You can also highlight opportunities for service throughout the year, or during mid-winter when there is less urgency to fill volunteer needs. This timing can allow for more focus more on promoting ministry and plant seeds for future participation.

### How do you create a ministry fair?

- Collaborate with parish leadership to plan a date and reserve a site. Select a date that is not in conflict with other parish events.
- Assemble a committee to coordinate the ministry fair.
- Set a fun theme that reflects the unique nature of your parish, determine the tasks, create a timeline, and decide who will be responsible for completing the tasks.
- Promote the ministry fair to parishioners at least 2-3 weeks beforehand. Provide special refreshments.

## PROMOTING A VISION OF VOLUNTEER MINISTRY AND STEWARDSHIP

Visual displays can often engage parishioners beyond written words in a bulletin or newsletter. Creatively consider how to best communicate the great message of God's generous gifts. Here are two examples of how to use visual displays.

### 1. The Vine and the Branches

*I am the vine you are the branches. Those who abide in me and I in them bear much fruit, because apart from me you can do nothing.*  
John 15:5

This verse illustrates how we are all connected to the same vine – Jesus - and how we are able to bear fruit through that connection. Invite parishioners to write their names on paper grapes and list how they participate in the parish. A vine can be drawn or made out of grape vine to connect them all. Hand out the grapes at parish meetings, choir rehearsals, and after weekend Masses, then use decorated gift boxes to collect the grapes. Display this 'artwork' in the gathering area or social hall for everyone to see how they contribute to the parish and the gifts that God has given the community through its members. The display can also be a great decoration for a ministry appreciation event or as you prepare for the event with an announcement such as this:

### Ministry Appreciation and Celebration Weekend

#### Sample invitation to participate:

*This year our Ministry Celebration and Appreciation will include artwork displaying the fruits of our ministries. Please put your name and the ministries in which you participate on a grape cluster. Then, put your fruit in the 'gift' box in the gathering space. Watch as the vine produces abundant good fruit.*

A nearby bulletin board could also be decorated with vines and the grapes could be the gifts and fruits of the Holy Spirit.

### 2. Gift Package Display

A Gift Package Display helps members realize the diverse number of gifts present in any community. When we see the generosity of God's gifts, we realize that God cannot be out-given. Paper gift packages can be displayed in a hallway or on a bulletin board. Larger gift packages and bows can be interspersed for decoration.

#### Sample invitations to participate:

#### Example 1

*Tell us about your gifts! As we look forward to our Ministry Celebration and Appreciation, we'd like you to write one of your gifts on a 'gift package'. Please write about how you serve or participate in the parish on a 'gift package,' then place it in the decorated boxes in the gathering space.*

#### Example 2

*You are invited to write down your gifts on the enclosed 'gift package' and return your 'gift package' to the Shared Ministry boxes in the gathering space. A visual display of the gift packages will be created in the social hall, so that we can all see the abundant and diverse gifts God has given our community.*

*Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good. All these are activated by one and the same Spirit, who allots to each one individually just as the Spirit chooses.*

*1 Corinthians, 12:4-7, 11*

## MANAGING VOLUNTEER MINISTRY DATA

### To integrate or not to integrate...the first question.

- Consider the following as you decide if your parish should integrate your volunteer ministry database with the existing database records.
- How can the databases intersect?
- Who can “update” the parish database? Can volunteers be trained to enter data into the parishioner database?
- What kind of flexibility/customization is possible in the parishioner database? Can you change Robert to Bob? Is everyone involved in parish service a member of the parish?
- Who will update the data base when changes occur with parishioner roles, email, or telephone numbers?
- What are the trade-offs between integrating and not integrating a volunteer ministry database with the parishioner database?

### Questions to consider as you determine your database needs

- What information is essential? What is nice to know?
- How will you receive the information and keep it up-to-date?
- How much flexibility is there to adjust for the type of information you need?

### The ministry/gift information

- How will you structure the ministry/gift data?
- Will you use a structure that allows groupings for staff, commissions, or departments?
- How will you handle the additions, changes, and deletions of ministry opportunities?

### Putting the people and ministry together. Pairing people with specific ministries

- Will you incorporate risk management or Virtus information at a high or non-confidential level?
- Do you need to designate ministry leaders for contact information?
- How will the database help you ensure people who sign up are contacted?
- How will each parish ministry be included in the volunteer ministry process and database?

### Time span & data history

- Will ministry/gift signups be labeled by year?
- What type of information are you likely to be asked to report? For example, how many people have signed up for “X” ministry since “X” date?
- Do you have a stewardship report that includes volunteers? How can your database help provide information for this report?
- Do you want to parishioners to renew their ministry commitments each year?
- Do you want a listing of the ministries that someone has been involved in throughout their membership in the parish?

### Database Administration

Who will be responsible for:

- “Table” updates and overall knowledge of how the database functions
- Entering signup forms, updating person information
- Computer expertise necessary to resolve PC/database glitches
- Scalability or how the computer system will handle more and more information
- Will you have proofreaders to double check that paper signups match the database?

## GIFT INTERVIEW AND DISCUSSION GUIDE

In order to recommend a particular ministry to a parishioner, a Gift Interview can help match a person's gifts with your ministry opportunities. Below is a framework to help you structure the conversation.

- Thank the parishioner for taking time to talk about using their gifts.
- Share why it is important to know our gifts are and become involved in a ministry at the parish.
- Give information about "First Fruits" and how our gifts help build up the Body of Christ and the common good.
- Talk about the importance of Catholic community.  
How is coming together to offer our gifts greater than sum of its parts?
- Reflect on how different gifts interact and complement each other and how each person is unique.
- Give an example of how sharing our gifts encourages others to share their gifts.  
i.e. You are in the choir and it inspires someone else to join, who has always wanted to sing in a choir.

Review their Gift Inventory survey and discuss the gifts they have checked. It is helpful to send the Gift Inventory survey before your meeting. An example of a Gift Inventory is included in the Toolkit.

### **If a parishioner is fairly certain of their gifts:**

- Ask for their ideas on how you can be of help to discover more about their gifts.
- Ask how they think they want to use their gifts.
- What are their areas of interest in the parish community? Refer to the handout describing focus of each Commission and provide an overview.
- What activities excite them and bring them energy?  
Do they want to connect with a certain parish activity or group?

### **If they need more help discovering their gifts:**

- Ask if they prefer to work with people, ideas or things?
- Do they prefer to work alone or with a group?
- What motivates them in general and to serve?
- Ask them to tell you about a time when they really enjoyed or felt satisfied with an activity?

### **Other questions to explore:**

- Why do they want to participate in parish life?
- What type of time commitment are they able to make?
- Do they want a short-term or on-going commitment?
- Are they comfortable with groups or being part of a team? (I.e. Commissions/committees?)
- Do they prefer to hands-on activities where they can see immediate results?
- How do they feel about using their gifts for ministry? Are they:

☐ Afraid    ☐ Complicated    ☐ Burned Out    ☐ Eager    ☐ Curious    ☐ Glad  
☐ Reasonably Comfortable    ☐ Unsure of Role    ☐ No Feelings Specified    ☐ Other \_\_\_\_\_

## GIFT INVENTORY SURVEY

Completing this Gift Inventory is not a commitment to serve. The information will be stored in the parish database, so that your gifts can be matched with requests for help. If your gifts match with a need, you will be contacted to see whether you have an interest or are able to serve in this area. Please check all boxes below that match your gifts, talents & interests. If more than one member of your household uses this form, write their name next to the gift checked. Completed forms should be placed in the collection basket or you can turn it into the parish office.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Accounting/Finance                      | <input type="checkbox"/> Cooking/Baking/Providing Food | <input type="checkbox"/> Music Instrument: _____          |
| <input type="checkbox"/> Acting/Drama                            | <input type="checkbox"/> Crafts/Creative Activities    | <input type="checkbox"/> Music-Vocal                      |
| <input type="checkbox"/> Architect                               | <input type="checkbox"/> Decorating                    | <input type="checkbox"/> Negotiating                      |
| <input type="checkbox"/> Artistic - designing, drawing, painting | <input type="checkbox"/> Evaluating/Analyzing          | <input type="checkbox"/> Organizing/Coordinating Programs |
| <input type="checkbox"/> Bilingual Languages: _____              | <input type="checkbox"/> Faith Sharing/Evangelizing    | <input type="checkbox"/> Photography                      |
| <input type="checkbox"/> Construction & Maintenance Skills:      | <input type="checkbox"/> Facilitating                  | <input type="checkbox"/> Planning Parties/Special Events  |
| <input type="checkbox"/> Air Conditioning                        | <input type="checkbox"/> Flower Arranging              | <input type="checkbox"/> Praying for Others               |
| <input type="checkbox"/> Carpentry/Woodwork                      | <input type="checkbox"/> Fundraising                   | <input type="checkbox"/> Project Management               |
| <input type="checkbox"/> Construction                            | <input type="checkbox"/> Gardening                     | <input type="checkbox"/> Public Relations/Promoting       |
| <input type="checkbox"/> Electrical                              | <input type="checkbox"/> Transporting (Provide Rides)  | <input type="checkbox"/> Public Speaking                  |
| <input type="checkbox"/> General Repairs                         | <input type="checkbox"/> Ushering                      | <input type="checkbox"/> Receptionist                     |
| <input type="checkbox"/> Mechanical Repairs                      | <input type="checkbox"/> Health Care                   | <input type="checkbox"/> Recruiting                       |
| <input type="checkbox"/> Painting                                | <input type="checkbox"/> Home Visits                   | <input type="checkbox"/> Research                         |
| <input type="checkbox"/> Plumbing                                | <input type="checkbox"/> Hospitality/Welcoming         | <input type="checkbox"/> Sewing                           |
| <input type="checkbox"/> Property Mgmt./Engineering              | <input type="checkbox"/> Hospitality/Serving Food      | <input type="checkbox"/> Spiritual Growth                 |
| <input type="checkbox"/> Yardwork                                | <input type="checkbox"/> Interviewing/Gathering Info   | <input type="checkbox"/> Teaching                         |
| <input type="checkbox"/> Calligraphy/Lettering                   | <input type="checkbox"/> Job Search & Placement        | <input type="checkbox"/> Team Building                    |
| <input type="checkbox"/> Caring for children (Nursery)           | <input type="checkbox"/> Knitting/Crocheting           | <input type="checkbox"/> Telephone Calling                |
| <input type="checkbox"/> Clerical Tasks (Office work)            | <input type="checkbox"/> Landscaping                   | <input type="checkbox"/> Telling Stories                  |
| <input type="checkbox"/> Communications/Computer Work:           | <input type="checkbox"/> Legal Services                | <input type="checkbox"/> Training                         |
| <input type="checkbox"/> Data Entry                              | <input type="checkbox"/> Library Work                  | <input type="checkbox"/> Video Taping/Production          |
| <input type="checkbox"/> Desktop Publishing                      | <input type="checkbox"/> Listening                     | <input type="checkbox"/> Visioning                        |
| <input type="checkbox"/> Electronic Communications               | <input type="checkbox"/> Liturgy                       | <input type="checkbox"/> Working with:                    |
| <input type="checkbox"/> Graphic Design                          | <input type="checkbox"/> Marketing/Selling             | <input type="checkbox"/> Children                         |
| <input type="checkbox"/> Software Applications                   | <input type="checkbox"/> Medical                       | <input type="checkbox"/> Teens                            |
| <input type="checkbox"/> Spreadsheets                            | <input type="checkbox"/> Mentoring                     | <input type="checkbox"/> Worship/Liturgy                  |
| <input type="checkbox"/> Web Content Management                  | <input type="checkbox"/> Motivating/Inspiring          | <input type="checkbox"/> Writing                          |
| <input type="checkbox"/> Website Development                     | <input type="checkbox"/> Moving/Hauling                | <input type="checkbox"/> Other: _____                     |



**I prefer:**

☐ One-Time Commitments      ☐ Short-Time Commitments      ☐ Ongoing Commitments

**I am available:**

☐ Anytime      ☐ Weekday Evenings      ☐ Weekends

☐ I would like to be contacted about how I can use my gifts      ☐ I would like to attend a Gift Discovery Class

**Additional Information:**

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## THE WITNESS OF PASTORS AND PARISHIONERS

### AWARENESS WEEKEND #1 (SEPTEMBER 27-28)

**The pastor's demonstrated commitment to stewardship is critical to the success of parish stewardship.**

The deacon or priest should include reflection and information about stewardship in the weekend homily.

- **First Reading, Ezekiel 18-25, 28** "God challenges the house of Israel's declaration that God is unfair by asking if it is not the house of Israel's ways that are unfair. A revealing pattern of thought is then presented: If someone who is virtuous commits iniquity and dies, has their sin led to their death? Similarly, if someone who is wicked does what is right and just, should they then live? Their conclusion is yes; because they have turned to good."
- **Responsorial Psalm: 25:4-5, 8-9, 10, 14** "Remember your mercies, O Lord"
- **Second Reading, Philippians 2:1-11** "Be united in mind, love, and heart. Regard others as more important than yourself and look out for the interest of others, beyond your own. Have the same attitude as Christ, says the Apostle Paul."
- **Gospel, Matthew 21:28-32** "This is a parable about two sons and a vineyard. One son said he would not go work in the vineyard, but did so. The other said he would, but did not. Jesus shares a parable and asks who did the father's will and compares it to who will enter heaven."

#### Suggested Homily Content and Reflection

If we are to do the right thing, to turn away from sin and walk with Jesus why is it so difficult? It seems as if Jesus uses the parable of the two sons in today's Gospel to test the chief priests and the elders by asking them, "Which of the two sons did what the father asked?" They quickly agree that it was the second son who did what the father asked. Jesus used this parable to tell them that those people whom they regarded as sinners are getting into the Kingdom before them. Have I ever acted like the chief priest and elders who hear God's word and do nothing about it? Lip service to our God our Father is not good enough. Being open to God's message in Jesus means making a change in our life. Today I need to check what path I am on.

We have all been entrusted with gifts from God, gifts that are intended to be used in making His vineyard fruitful. As stewards of these gifts we are called to use them in building up the Kingdom. How are we sharing the gift of our lives to make this a better world? Does the manner in which we use and share our material wealth express our gratitude to God? At harvest time, God, the creator and giver of all good gifts, will ask each of us for an accounting of how we used them.

Today we are beginning the Stewardship process here at **(Parish Name)**. It is an important and significant event in the life of our parish, one that I hope will change how we view our world and our lives as well as the life of our parish.

In the coming weeks you will hear from your fellow parishioners about the stewardship of our parish and their personal stewardship journey.

At the end of the four-week stewardship process, you will be asked to make a specific commitment of your time, talent and treasure to our parish. We will ask for your commitment in each of these areas and will ask you to complete and return your commitment form on Stewardship Commitment Weekend, **October 11-12**.

So you may be asking...what is stewardship?

Christian stewardship begins with a sense of who we are as Christians — as disciples of our Lord Jesus. A good steward recognizes that all blessings come from the Lord and these blessings are to be used to serve all of creation.

This concept of Stewardship as a way of living focuses not on our temporal (temporary) needs such as facilities and debt; rather, it focuses on our spiritual "need to give." This need lies within all our hearts. Our loving God created us in His image with the potential — and expectation — that we share our gifts with the world around us.

## STEWARDSHIP IS A WAY OF LIVING

Stewardship is more than a word – It is a lifestyle, a life of total accountability and responsibility. It is the acknowledging of God as the Creator and the Owner of all. Christian Stewards see themselves as the caretakers of all God's gifts. Gratitude for these many gifts is expressed in our prayer, worship, offerings and action. Stewardship is a way of thanking God for all our blessings by returning to God a portion of the many gifts (everything we have — our time, talent, and treasure) that we have been given.

In the coming weeks we will be called, as God's faithful servants and members of our parish, to:

- Prayerfully discern how God has uniquely gifted each one of us — our time, our talents and our treasure.
- Reflect on what priority God and His Church play in our lives.
- Decide how we plan to share these gifts with God and His Church.
- Make an intentional, planned and proportionate gift to God and His Church in the areas of
- Time in prayer Talent, and Treasure

## LAY WITNESS TALKS

*Throughout history, Christians have grown in faith by listening to stories of spiritual growth that were told to them by people just like them.*

## PREPARING FOR LAY WITNESSES

Parishioner testimonies, also known as “lay” or non-clergy witnesses, have been proven key to helping other parishioners grow in their living a life of stewardship. These stories are crucial to the success of parish efforts.

Lay witnesses send a strong message to parishioners that they too can give of their possessions and time in grateful response to God. Parishioners who hear about how stewardship can become a way of life for other parishioners are motivated to bring stewardship into their own lives.

## SELECTING LAY WITNESSES

Lay witnesses should be parishioners who represent “typical” people in your parish. They should believe and practice stewardship and give of their time, talent and treasure in an intentional, planned, sacrificial, and generous manner.

They should also be individuals who can relate well to other parishioners, be comfortable speaking in public about their personal experiences, and convey enthusiasm about Stewardship.

Someone might say, “Yes, I believe in giving back to God in gratitude, but I don’t want to stand up and tell everyone what I am doing, because it sounds like I’m bragging.” You can let them know that it is not bragging, they will be testifying about the Lord and inspiring others to support the Church.”

## GUIDE FOR LAY WITNESSES

A lay witness should visit with the pastor or other stewardship leader to discuss how to the best present their stewardship story and to learn the pastor’s goals for stewardship in the parish. Their preparation can include reviewing the scripture passages about stewardship and the information included here in the Toolkit. They should also practice their remarks until they are comfortable with their style, what they will say, and how they will say it.

Invite presenters to be sincere, enthusiastic and friendly. Be sure and tell them to look at the congregation while they are talking, and turn to the sides occasionally to include everyone.

Encourage presenters to write out their talk word-for-word if it is helpful, or use simple notes, an outline, or key words, so that eye contact can be made throughout the talk. The pastor, or another stewardship leader, should review all lay witness talks well in advance and rehearse in the worship space with the sound system.

## GUIDE FOR LAY WITNESS TALK

### WEEKEND #2 (TO BE PRESENTED AT ALL MASSES ON OCTOBER 4-5)

**The following steps can help parishioners as they prepare their witness talks.**

- Be sure and be brief, but sincere. Time goes quickly when you are speaking.  
Be focused and always know the point behind what you are saying and why it is important?
- Introduce yourself at the beginning and tell a little bit about yourself.
- Share from your heart and be personal. What motivated you or your family to grow in stewardship?  
When did you decide to embrace stewardship as a way of life? What changed for you and your family?  
How has it made a difference in your faith?
- Explain how stewardship means giving the first fruits – and not just the left overs – to God. Talk about how you prioritize your life to intentionally to live as a good steward and give thanks to God. Include examples of how you balance your busy schedule, job, family and parish.  
["First fruits" is a term from the Hebrew Scriptures where the people brought the first portion of their livestock, harvest, and other gifts to be shared with their community.]
- Summarize the many opportunities for stewardship in the parish and talk about what motivated you to share your time, talent and treasure. Give examples of how work at home or in the office can be genuine acts of stewardship.
- Do not be afraid to share your failings, as well as your successes, as you have learned how to live a life of stewardship.
- Invite everyone to reflect on their values and the importance of the Catholic faith in their lives.  
Ask them to think about how they use their gifts from God and how they can do the work of the Lord.
- Invite everyone to reflect on how they can share their abundance. As they receive an increase in time, talent, or treasure, do they increase their gift to the Lord or their participation in the parish, so that more can be done to help others? How do they give back and say thank you for all they have received?
- Encourage everyone to fill out the commitment form and emphasize how it helps the parish organize participation. Explain how returning the commitment form is a sign of participation and commitment.

**Be sure and include the following information about the commitment form.**

- This week, you will receive a commitment form in the mail. The commitment form will include opportunities to share personal time in prayer and at Mass, as well as ways to share abilities, and financial gifts with our parish.
- Everyone is a child of God and everyone has been given unique gifts, talents, and abilities to share with our parish and the whole Church. What do you like to do best? What have you always wondered about doing at Mass or around the church?
- You don't have to do anything alone. If you want to become a lector, or an usher, or visit the sick, stamp envelopes, or sing in the choir, someone will help you learn how to do so. Do you have a new idea? Share what God has given you in every way you can.
- Review the parish talent opportunities on the commitment form and think about how God is calling you. Decide how you can share your gifts of time in prayer, talent, and treasure portion, fill out your commitment form and drop it in the collection basket on our Commitment Weekend (**October 12-13**).

- If you are already participating in a ministry and want to keep doing so, still fill out the form, so we can update our records and check any new ways you would like to participate.
- The commitment form is confidential and is not binding. We understand you can change your mind or something else might change in your life. However, the commitment form helps our parish to plan for the year and contact you in regard to your participation, so please fill it out.
- The parish also understands that you have multiple financial needs and priorities. You may want to give a portion of your stewardship financial offering to the parish and share another portion with other organizations in need, such as the Catholic Services Appeal, or another charity.
- Thank everyone for sharing the gifts that God has given you and sincerely thank the members of the parish for their continued support.

## HOMILY AND LAY WITNESS TALK

### WEEKEND #2 (OCTOBER 4-5)

- The homily will again include a reflection about stewardship. Some of the stewardship information from Weekend #1 can be integrated again to reinforce the message and include anyone who was not there the week before.
- After a short homily, approximately 5 minutes, the deacon or priest will introduce a parish member or couple who has been asked to give a brief 4-5 minute talk about how they live a life of stewardship.
- The purpose of the talk is to help parishioners better understand stewardship by providing a concrete example of how stewardship is lived by people in their own community.

#### Scriptural Topics: Peace, Acts of Love and Compassion; Chosen People of God.

- **First Reading, Isaiah 5:1-7 “The Vineyard of the Lord, God of hosts is the house of Israel”**  
*“The prophet Isaiah parallels a vinedresser and vineyard to Jerusalem and the people of Judah. Though the vineyard received great care, still it brought forth wild grapes. Thus his care will end, as it will for Judah.”*
- **Responsorial Psalm: 80:9, 12, 13-14, 15-16, 19-20 “The vineyard of the Lord is the house of Israel.”**
- **Second Reading, Phillipians 4:6-9 “The God of peace be with you.”**  
*“Make your requests known to God through prayer, petition, and thanksgiving; and have no anxiety. The peace of God that surpasses all understanding will then guard your hearts and minds in Christ Jesus.”*
- **Gospel, Matthew 21:33-43 “He leased his vineyard to other farmers.”**  
*“The tenants of a vineyard owner beat the servants and finally the son of the owner as all tried to collect the fruit of the vineyard. Jesus’ parable illustrates how the kingdom of God will be given to those who bear fruit – even those unexpected. The stone that the builders rejected has become the corner stone.”*

#### Suggested Homily Content and Reflection

What is happening today?

Today an active member of the parish is asked to give a brief 4-5 minute sharing after Father **(Insert Name)** homily.

The purpose of the sharing is to help other parishioners understand stewardship by giving them a concrete example of how it is lived out by someone in their own community.

We have all been entrusted with gifts from God, gifts that are intended to be used in making His vineyard fruitful. As stewards of these gifts we are called to use them in building up the Kingdom. How are we sharing the gift of our lives to make this a better world? Does the manner in which we use and share our material wealth express our gratitude to God? At harvest time, God, the creator and giver of all good gifts, will ask each of us for an accounting of how we used them.

#### Suggested Homily Conclusion:

Stewardship offers us a way to put first things first. And while it includes our money, it goes way beyond that. God isn't asking for our money; he's asking for our hearts.

During our Stewardship Renewal, we at **(Parish Name)** are called to make God the first priority in our lives. We are called to love God with all our heart, mind, and strength—and show this love through our time, talent, and treasure.

And now I want to introduce **(Insert Name)** who will tell you how he/she has practiced stewardship in his/her life...

(Introduce speaker and say a few words about him/ her and family, how long they have been in the parish, and why you think they are a great witness to stewardship.)



**After Communion, before Closing Prayer****Commitment Card Reminder**

Before the end of the Mass, the presider should call people's attention to discerning God's call and their participation in the parish. Perhaps connect it with the dismissal that they will hear in just a few moments when the Mass ends. Remind them to bring their commitment cards to Mass the next weekend, Commitment Weekend, **October 11-12**.

**Suggested Reminder Announcement:**

In a few moments, you will be invited to go forth and announce the Gospel (or glorify God with your lives). Each of us has been given a special call and unique gifts to do so. As you go forth, I invite you to take time this week to think about the gifts God has given you.

How you can use your abilities to serve others and support those in need? What contribution, large or small, can you offer financially? How can you share your gifts with the parish?

God has given us so much, let us give thanks and show our thanks by being good stewards of all that we have received. Be sure and bring back your commitment card next week for our Commitment Weekend.

## PASTOR TALK ON STEWARDSHIP

### COMMITMENT WEEKEND GUIDELINE – WEEKEND #3 (OCTOBER 11-12)

- The Pastor integrates stewardship into the homily, and then guides parishioners through their commitment forms.
- On Commitment Weekend the parishioners should have already received a stewardship packet in the mail with a letter from the pastor and a stewardship commitment form. The goal on Commitment Weekend is to collect as many commitment cards as possible.
- Commitment envelopes should also be distributed by hand during Mass or placed in the pews beforehand.
- Be sure to replenish the pencils and commitment forms before each Mass. Have appointed parishioners available to make sure that everyone has a commitment form, envelope, and pencil.  
(The commitment forms, pencils, and envelopes should be assembled prior to the Commitment Weekend. This can be done by the Stewardship Committee or another group of parishioners.)
- The completed commitment forms are placed in the regular or special collection.

**Scriptural Topics:** We must be spiritually dressed to share in God's saving banquet by living a life in imitation of Christ, loving one another as he loved us.

- **Reading 1: Isaiah 25:6-10a** “The Lord will prepare a feast and will wipe away the tears from every cheek.”  
“The Lord will provide juicy, rich food and pure, choice wines. Death and all that separates us from God will be destroyed. The Lord God will wipe away every tear from every face and save all people.”
- **Responsorial Psalm: Psalm 23:1-3A, 3B-4, 5, 6** “I shall live in the house of the Lord all the days of my life.”
- **Reading 2: Philippians 4:12-14, 19-20** “I am able to do all things in him who strengthens me.”  
“The Apostle Paul shares his ability to live in abundance and in need. God gives strength in all circumstances and will supply all our needs.”
- **Gospel: Matthew 22:1-14** “Whomever you find, invite to the wedding.”  
“Jesus compares the kingdom of God to a wedding banquet where the invited guests refuse to come—even after repeated invitations to the extravagance feast. Finally, good and bad alike are invited, yet one guest still dresses inappropriately. He, like all those who will ignore God's invitation to eternal life, was cast out.”

#### **Suggested Homily Content and Reflection**

In today's second reading, St. Paul tells us that he has learned to be comfortable either with being well fed or going hungry, having plenty or being in need. One perspective on Paul's attitude is learning the secret to being content with less! This is trusting in God, and one of the principle virtues of the Christian disciple and steward. “Live simply... so that others may simply live” Blessed Mother Teresa of Calcutta

During these last weeks, we have reflected on Stewardship and how it can become a way of life: in our lives, our families, and our parish. Stewardship offers us a way to put first things first and how to live with trusting, faithful, and grateful hearts.

We might remember a time we have said, “Thank God,” after a close call or receiving good news, but how often do we take time to thank God for all the gifts we have been given? How do we show our gratitude for the blessings of sight, hearing, or taste? How often do we consciously thank God for our families, our jobs, our school, or being able to breathe fresh air and have sufficient food and water? All we have is a gift from God and we are called to receive all we have been given with gratitude, cultivate them, and share them generously with others.

Stewardship is using our God-given gifts wisely, for the good of ourselves and others, and for the glory of God. It's a very broad concept that affects every part of our lives. When we speak of Stewardship at (Name of Parish), we are asking, "How are you using your gifts to enrich our faith community?"

Our Stewardship Renewal is a time for each family to re-assess their role in our parish and make new commitments. It's a time for parishioners to renew their dedication or get involved for the first time.

We are each given gifts to share and a "word" that God wants to share and live.

### **Pastor Shares His Personal Commitment to Stewardship**

Share why you give, and why you believe it is important to your faith life.

### **Explain what stewardship means at your parish.**

I want to thank our fellow parishioners for sharing their personal witness over the past few weeks. I also want to thank each of you for the gifts of yourselves. You are the Church, and together we will build up God's kingdom on earth and answer His call to discipleship.

Stewardship is using our gifts wisely, for the good of ourselves and others, and for the glory of God. Stewardship impacts every part of our lives and the lives of others.

When we speak of stewardship in our community, we are asking, "How are you using your gifts to enrich one another and those in need?" These weeks of reflecting on stewardship together is a time for each parishioner and family to reflect on their participation in our parish and make new commitments if they feel called to do so. It is a time to renew our dedication or get involved for the first time.

Share specific examples to show the connection between people's participation and stewardship in action. Share a vision where even more families or single individuals participate in parish life. Share how all of you can all build up God's Kingdom.

### **Invite Parishioners to Complete Their Commitment Forms**

Today is Commitment Sunday. It is a time to reflect on how we can be good stewards and express our gratitude for all we have received. In a few moments, I'm going to ask you to fill out your stewardship commitment card and we will all have an opportunity to decide how to offer our time, talent, and treasure to God and to our community.

Everyone should have received my letter and a Commitment Form in the mail, so you may have already filled it out. If you did not bring your completed form, there are extra forms in the pews and I would ask our (ushers, hospitality ministers, stewardship committee, parish council leaders, or other group) to pass out the stewardship Commitment Forms and pencils.

*(Pause while the forms and envelopes are distributed. You can also share more about stewardship.)*

If you have not yet completed your Commitment Form, you are invited to do so now as we walk through the sections. I invite you to record your household information.

*(Pause each time you ask someone to complete a section.)*

Next, think about how you can commit time in prayer. This can include a commitment to pray each time you come to Mass, to spend more time in private prayer, or to pray together with others more often. This is one way you can support our parish and all those in need.

After you have completed the prayer section, I invite you to turn over the form and choose a ministry area where you would like to become involved as an individual, or as a family, or renew where you are already involved.

Finally, I invite you to think about how you are able to share financially with the parish this next year in 2014, how often you can do so, and in what way you would like to make your contribution. There are three options listed, but if there is another way you would like to give, please do not hesitate to ask or write your question on the form.

*(Longer pause for people to fill out whole Commitment Form.)*

If you have finished, you can place your Commitment Forms in the regular/special collection basket or if you would like more time, just bring your completed form back next weekend and put it in the collection basket.

Thank you for sharing your gifts with God, our community, and beyond.

## PARISH STEWARDSHIP ACCOUNTABILITY REPORT

The parish has the responsibility to be accountable to its parishioners, who have entrusted their gifts from God to their parish. One of the ways to do this is to provide an Accountability Report. The purpose of the Parish Stewardship Accountability Report is to thank, inform and invite continued participation in the parish.

People also benefit from and respond to instruments of accountability. They might feel more involved or included and are then more likely to feel some ownership, which leads them to continue or increase commitment to the parish.

## QUARTERLY AND ANNUAL PARISH STEWARDSHIP ACCOUNTABILITY REPORTS

### What are the benefits of a Parish Stewardship Accountability Report?

Many stewardship parishes provide their parishioners with personalized stewardship reports to show how their financial offering is being used. It is recommended these be sent quarterly, with a minimum of one per year. These reports are beneficial because they:

**Increase the average donation** – It has been proven in thousands of churches throughout the country that parishes that provide regular (quarterly) stewardship reports experience an increase in offerings.

**Help people fulfill commitments** – People want to fulfill their stewardship commitment, regardless of whether they put it in writing, but can lose track of their progress. Although very few people will ever initiate the question of whether they have met their pledge, parishioners will generally “get back on track” if a parish initiates the conversation. Many parishioners think no one has noticed or cares that they have fallen behind and might conclude, “It doesn’t make a difference.” Most of the “falling behind” has nothing to do with personal financial difficulty. More often they miss Mass or forget to write a check before the collection. People also want to get credit for their gifts

for tax purposes, to go to their pledge, or to keep track themselves, so they are hesitant to drop any significant, anonymous amount of cash in the collection basket when they forget their check or envelope. The quarterly report reminds them of those Sundays and offers them a chance to “catch up.”

**Lower absenteeism** – Research has shown that as many as one-half of registered parishioners are absent from Sunday Mass on any typical weekend. This means that if a parish only provides a system of giving when people are at Mass, many parishioners do not have the opportunity to give each week. When people say they will give \$25 per week, they usually mean when they are at Mass and remember their check and envelope. The quarterly report helps parishioners grow into the idea of giving \$25 every week, whether they are on vacation, a business trip, or forgot their check or envelope.

**Thank people** – The stewardship report offers the parish a chance to affirm and show appreciation for the generosity of their parishioners.

**Provide a financial update** – Parishioners are usually not aware of the general status of parish finances. When appropriate, provide a parish finance update in the stewardship report.

**Tell a story and share the good news** – Inform parishioners of a “good news” story describing how a specific ministry brought about a good outcome because of the generosity of their stewardship efforts.

**Ensure accountability** – This stewardship report is a tool that helps parishioners respond to the stewardship message of using their gifts accountably.

**Pre-addressed return mail envelopes** – If you make it easier for people to give, there is a greater chance that they will. Work with the post office to include a postage-paid business reply envelope with your report to make it easier for parishioners to mail in “make-up” payments. You only pay the postage only when the envelope is actually mailed, so they can also place it in the collection basket at no cost to the parish. The cost of providing postage will be offset many times over by increased response.

## PREPARING THE PARISH ANNUAL STEWARDSHIP ACCOUNTABILITY REPORT

This is a good resource for a member of the Parish Stewardship Committee to develop. Below are the steps that will help create a Parish Stewardship Accountability Report:

- Meet with the pastor and the Parish Stewardship Committee to determine what will be contained in the Parish Stewardship Accountability Report and develop an outline for the report.
- Meet with the parish ministry chairs and explain the plan for the accountability report and ask them to develop an inventory of the ministries made possible through their efforts during the past year. Share with them the sample accountability outline and ask for their report within 30 days.
- Collect the accountability reports from the parish committee chairs and prepare a draft accountability report.
- Present the draft of the accountability report to the Parish Stewardship Committee and pastor for their review and approval.

## COMPLETING THE REPORT

Prepare the final copy of the accountability report for insertion in the bulletin and for a report to the entire parish during one of the stewardship weekends in October.

## PRESENTING THE REPORT

Recruit a parish committee chair, or other parish leader, to give a brief overview of the accountability report during Mass on one of the awareness weekends in October or on another appropriate weekend during the year.

Be familiar with the readings and the Gospel for the weekend the report is being presented to the parish.

### When planning your talk, try to...

- Explain that a Parish Stewardship Accountability Report has been developed by parish leaders to demonstrate the results of ministries that are provided through your parish.
- Explain that the purpose of the Parish Stewardship Accountability Report is to help parishioners understand the priorities, goals and accomplishments of your parish.
- Summarize the Parish Stewardship Accountability Report and note the total number of parishioners and how many participate in the ministries, e.g.: sacramental preparation program, sacraments celebrated, education and faith formation programs, parish outreach programs, lay liturgical ministries, community of faith programs, administrative programs.
- Mention that a copy of the Parish Stewardship Accountability Report is in the Sunday's bulletin. Ask parishioners to read the report and learn what is being accomplished through their time, talent and treasure.
- Tell the story of a particular volunteer and the impact his/her ministry has in the life of the parish. Explain how the time and talent of that volunteer and the support of the parishioners made this possible.
- Thank those who make all of this possible by sharing their time and talent. Invite those who are not currently involved to consider participating.

## QUARTERLY STEWARDSHIP REPORT (PARISH LETTERHEAD)

DATE

NAME

ADDRESS

CITY/STATE/ZIP

Dear NAME,

Enclosed (below) is your Stewardship of Treasure Report as of **(date)**. Thank you for your support of our parish Stewardship effort for 2014. Because of your generous support, we are able to continue and expand the spiritual, sacramental, educational and social outreach ministries at our parish.

### January 1, 2014 to March 31, 2014

Fund	1st Q	2nd Q	3rd Q	4th Q	Report Total	Pledge to Date	Given to Date
Sunday 2014	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	\$2,400.00	\$600.00
Total 2014 Tax Deductible Giving	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00		

This quarterly report is intended to help members of **(Parish Name)** to measure their year-to-date contributions against the personal commitment of treasure made during our stewardship renewal. This is not a bill, but a courtesy for your own record keeping. If the information above does not agree with your records please contact the parish office.

Stewardship is an opportunity to examine our priorities and values, to express our thankfulness, to give of ourselves and to grow in grace. It allows us to participate in the work of God. Your stewardship commitment is a testimony of your dedication to your own spiritual growth and the spreading our beloved Faith.

Again, I thank you on behalf of our parish. As always, please do not hesitate to contact me or the parish office if there is anything we can do for you.

Yours in Christ,

**(Pastor's Signature)**

Pastor

## ANNUAL PARISH STEWARDSHIP ACCOUNTABILITY REPORT

NAME OF PARISH, CITY

	Participants		Participants
<b>Parish Population</b>		<b>Faith Formation Programs (cont'd)</b>	
Households	_____	Ministry of Mothers Sharing (MOMS)	_____
Newly Registered Households	_____	Parish School Students	_____
<b>Sacramental Preparation Programs</b>		Men's Group Ministry	_____
Pre-Baptism Team Members	_____	Women's Group Ministry	_____
Rite of Christian Initiation of Adults (RCIA)	_____	<b>Parish Outreach Programs</b>	
First Reconciliation	_____	Knights of Columbus	_____
First Communion	_____	Befriender	_____
Confirmation Candidates	_____	St.Vincent de Paul Society	_____
Marriage Preparation Sponsors	_____	The Gathering Inn	_____
<b>Sacraments Celebrated</b>		Prison Ministry	_____
Eucharist/Masses	_____	Prayer Shawl	_____
Baptisms	_____	Funeral Ministry	_____
First Reconciliations	_____	Prayer Ministry	_____
First Communion	_____	Service Hours Performed by Confirmation Candidates	_____
Confirmations	_____	Communion to the Shut-Ins	_____
Weddings	_____	Parish Picnic	_____
<b>Faith Formation Programs</b>		Bereavement	_____
Faith Formation Students (grades P/K - 12)	_____	Hospitality	_____
• Families Involved	_____	<b>Lay Liturgical Ministries</b>	
Faith Formation Catechists	_____	Adult Choir	_____
• RCIA	_____	Youth Choir	_____
• Adult Catechism Study	_____	Contemporary Choir	_____
• Bible Study	_____	Cantors	_____
• Catholic Book Study Group	_____	Musicians	_____
• Disciples on the Journey	_____	Eucharistic Ministries	_____
• Men's Weekend	_____	Lectors	_____
• Women's Weekend	_____	Serves	_____
• Lenten Faith Sharing	_____	Ushers	_____
Catholic Youth Ministry	_____	Greeters	_____
Vocation Bible School	_____	<b>Administrative Programs</b>	
• Children	_____	Stewardship Committee	_____
• Volunteers	_____	Pastoral Council	_____
Youth Ministry	_____	Finance Council	_____
Catholics Returning Home	_____	School Advisory Commission	_____
Charismatic Prayer Group	_____		



## MINISTRY EVALUATION

Thank you for participating in our parish ministry evaluation process.

### Why do we evaluate ministries?

- Ministry evaluations help measure the success or effectiveness of a ministry.
- The information you provide will be used to help improve the way our ministry occur in the parish. Your responses will remain anonymous unless you provide your name at the end of the survey.
- The results will be shared with our parish leadership. We appreciate your input.

Name of the Ministry you are evaluating: \_\_\_\_\_

Please answer the following questions about the ministry in which you participate.

1. This ministry has been satisfying and meaningful to me.

\_\_\_\_\_ Strongly Agree    \_\_\_\_\_ Agree    \_\_\_\_\_ Disagree    \_\_\_\_\_ Strongly Disagree    \_\_\_\_\_ N/A

Please share background information about your answer:

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2. I believe this ministry could be strengthened.

\_\_\_\_\_ Strongly Agree    \_\_\_\_\_ Agree    \_\_\_\_\_ Disagree    \_\_\_\_\_ Strongly Disagree    \_\_\_\_\_ N/A

Please share your ideas about how to strengthen this ministry:

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3. Additional information or support would have helped me enjoy this ministry.

\_\_\_\_\_ Strongly Agree    \_\_\_\_\_ Agree    \_\_\_\_\_ Disagree    \_\_\_\_\_ Strongly Disagree    \_\_\_\_\_ N/A

What types of support or information would have been helpful?

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4. I would recommend this ministry to others.

\_\_\_\_\_ Strongly Agree    \_\_\_\_\_ Agree    \_\_\_\_\_ Disagree    \_\_\_\_\_ Strongly Disagree    \_\_\_\_\_ N/A

Why would you recommend or not recommend this ministry to someone else?

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5. The ministry was well-organized and easy to participate in.

\_\_\_\_\_ Strongly Agree    \_\_\_\_\_ Agree    \_\_\_\_\_ Disagree    \_\_\_\_\_ Strongly Disagree    \_\_\_\_\_ N/A

Please share background information about your answer:

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6. What else would you like to share that would help improve this ministry?

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Your name (optional) \_\_\_\_\_

**Thank you for taking the time to provide this information. Please return your evaluation to the parish office.**

## STEWARDSHIP MESSAGES IN THE LITURGY

*For the liturgy, "through which the work of our redemption is accomplished," most of all in the divine sacrifice of the Eucharist, is the outstanding means whereby the faithful may express in their lives, and manifest to others, the mystery of Christ and the real nature of the true Church.*

*Introduction to the Constitution on the Sacred Liturgy, Second Vatican Council Paragraph 2*

*There is at least one Gospel with a stewardship-related message, in whole or in part, for all 36 months of the three-year cycle of readings.*

## OVERVIEW

People come to worship with many needs and expectations. Whether they come as individuals, families, newcomers, or long time parishioners, they all come seeking faith and some purpose or understanding for their life. Therefore, it is important that all the messages of the liturgy support and encourage their journey of faith as much as possible.

It is vital to consider everyone who will hear the stewardship messages at the liturgy, especially visitors, those who are struggling with their Catholic faith, persons unemployed or on limited income, and those who are seeking a new prayer community.

If the first message a visitor hears on Christmas is that they are encouraged to donate generously, it is easy to imagine he or she may think money is the main focus of the parish, even if it is not. Hospitality and engagement pave a human path to faith, parish investment, participation, and making stewardship a way of life.

## THE SUNDAY SCRIPTURES

Themes of faith, discipleship, and service are found throughout the Sunday readings on the suggested stewardship weekends. The following themes are present in the Sunday scriptures for Liturgical Year A:

### September 6-7

#### Twenty-third Sunday in Ordinary Time

#### Reading 1: Ezekiel 33:7-9

*"I have appointed watchman for the house of Israel; when you hear me say anything, you shall warn them for me."*

#### Responsorial Psalm: 95:1-2, 6-7, 8-9, (8)

*If today you hear his voice, harden not your hearts.*

#### Reading 2: Romans 13:8-10

*Paul teaches us to love one and other and love our neighbor as ourselves.*

#### Gospel: Matthew 18:15-20

*Jesus tells his disciples to take practical and repeated approaches to win over believers and reminds them that whenever two or three are gathered in his name, he is with them.*

**September 13-14****The Exaltation of the Holy Cross****Reading 1: Numbers 21:4b-9**

*After year's in the desert, the people complained against God and Moses, and God send seraph serpents that bit them and killed them. The people repented and plead for mercy. The Lord ordered Moses to make a bronze serpent as a source of healing. Those bitten were saved if they looked at the bronze serpent.*

**Responsorial Psalm: 78:1bc-2, 34-35, 36-37,38 (7b)**

*Do not forget the works of the Lord.*

**Reading 2: Philippians 2:6-11**

*Paul tells us who Jesus is, and that he is equal to God, but born as a man, humble and obedient, even in death on the Cross. God has exalted Christ, and given him a name above all others. Like Christ, our own path is from humility through the Cross to God's Kingdom.*

**Gospel: John 3:13-17**

*Jesus tells Nicodemus, that to enter the Kingdom of God, one must be reborn with water and the Spirit. God so loved the world that he gave his only Son so that everyone who believes might have eternal life.*

**September 20-21****Twenty-fifth Sunday in Ordinary Time****Reading 1: Isaiah 55:6-9**

*The Lord's ways are not our ways. God is generous and forgiving.*

**Responsorial Psalm: 145:2-3, 8-9, 17-18 (19a)**

*The Lord is near to all who call upon him..*

**Reading 2: 1 Philippians 1:20c-24, 27a**

*Paul is imprisoned and facing death, but he rejoices. He tells us that Christ is life and death is gain. Paul seeks death to be with Christ, but in the end desires life for the sake of those he has brought to Christ.*

**Gospel: Matthew 20:1-16a**

*Jesus tells his disciples a parable and compares the kingdom of heave to a landowner who went out at dawn to hire day laborers. The landowner pays the last hired the same wage as the first hired. The last will be first and the first will be last. The Kingdom of God is abundant and he is generous.*

**September 27-28****Twenty-sixth Sunday in Ordinary Time****Reading 1: Ezekiel 18:25 – 28**

*God challenges the house of Israel's declaration that God is unfair by asking if it is not the house of Israel's ways that are unfair. A revealing pattern of thought is then presented: If someone who is virtuous commits iniquity and dies, has their sin led to their death? Similarly, if someone who is wicked does what is right and just, should they then live? Their conclusion is yes; because of they have turned to good.*

**Responsorial Psalm: 25:4-5, 8-9, 10, 14**

*Remember your mercies, O Lord.*

**Reading 2: Philippians 2:1-11**

*Be united in mind, love, and heart. Regard others as more important than yourself and look out for the interest of others, beyond your own. Have the same attitude as Christ, says the Apostle Paul.*

**Gospel: Matthew 21:28-32**

*A vineyard had two sons. One son said he would not go work in the vineyard, but did so. The other said he would, but did not. Jesus parable asks who did the father's will and compares it to who will enter heaven.*

**October 4-5****Twenty-seventh Sunday in Ordinary Time****Reading 1: Isaiah 5:1-7**

*The prophet Isaiah parallels a vinedresser and vineyard to Jerusalem and the people of Judah. Though the vineyard received great care, still it brought forth wild grapes. Thus his care will end, as it will for Judah.*

**Responsorial Psalm: Psalm 80:9, 12, 13-14, 15-16, 19-20**

*The vineyard of the Lord is the house of Israel.*

**Reading 2: Philippians 4:6-9**

*Make your requests known to God through prayer, petition, and thanksgiving; and have no anxiety. The peace of God that surpasses all understanding will then guard your hearts and minds in Christ Jesus.*

**Gospel: Matthew 21:33-43**

*The tenants of a vineyard owner beat the servants and finally the son of the owner as all tried to collect the fruit of the vineyard. Jesus' parable illustrates how the kingdom of God will be given to those who bear fruit – even those unexpected. The stone that the builders rejected has become the corner stone.*

**October 11-12****Twenty-eighth Sunday in Ordinary Time****Reading 1: Isaiah 25:6-10a**

*The Lord will provide juicy, rich food and pure, choice wines. Death and all that separates us from God will be destroyed. The Lord God will wipe away every tear from every face and save all people.*

**Responsorial Psalm: Psalm 23:1-3A, 3B-4, 5, 6**

*I shall live in the house of the Lord all the days of my life.*

**Reading 2: Philippians 4:12-14, 19-20**

*The Apostle Paul shares his ability to live in abundance and in need. God gives strength in all circumstances and will supply all our needs.*

**Gospel: Matthew 22:1-14**

*Jesus compares the kingdom of God to a wedding banquet where the invited guests refuse to come—even after repeated invitations to the extravagance feast. Finally, good and bad alike are invited, yet one guest still dresses inappropriately. He, like all those who will ignore God's invitation to eternal life, was cast out.*

**October 18-19****Twenty-ninth Sunday in Ordinary Time****Reading 1: Isaiah 45:1,4-6**

*God calls on Cyrus, founder of the Persian Empire, to rebuild Israel. God is free to do what he chooses and use whomever he wants to accomplish his will.*

**Responsorial Psalm: 96:1, 3, 4-5, 7-8, 9-10 (7b)**

*Give the Lord glory and honor. .*

**Reading 2: I Thessalonians 1:1-5b**

*Pau speaks affectionately to the Thessalonians and gives thanks for the way they live out the virtues of faith, love and home.*

**Gospel: Matthew 22:15 – 21**

*The Pharisees plotted to entrap Jesus and asks his opinion. Jesus calls them hypocrites, and tells them to repay to Caesar what belongs to Caesar, and to God what belongs to God.*

**October 26-27**

**Thirtieth Sunday in Ordinary Time**

**Reading 1: Exodus 22:20-26**

*Isaiah speaks explicitly about social conduct and the treatment of orphans, widows and immigrants, and shares the dire consequences for mistreating them. God is compassionate and will hear their cries.*

**Responsorial Psalm: 18:2-3, 3-4, 47, 51 (2)**

*I love you, O Lord, my strength..*

**Reading 2: 1 Thessalonians 1:5c-10**

*Paul praises the Thessalonians for imitating the Lord and becoming models for others, and for abandoning idols and turning to the one true God.*

**Gospel: Matthew 22:34-40**

*The Pharisees ask Jesus which commandment is the greatest. Jesus replies "You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind, and he goes on to say the second greatest is you shall love your neighbor as yourself."*

## SONGS

When selecting music to emphasize stewardship, it is best to choose songs that are familiar to the congregation. Priority should be given to songs and hymns that are in harmony with the Scripture readings.

The following songs are examples that may be especially appropriate.

- We are the Light of the World
- For the Beauty of the Earth
- Let All Things Now Living
- We Have Been Told
- Gift of Finest Wheat
- City of God
- Gather Us In
- Here I Am, Lord
- One Bread, One Body
- Sent Forth by God's Blessing
- Servant Song

## STEWARDSHIP PRAYER

The Stewardship Prayer can be used to begin Stewardship Committee meetings and at other Stewardship gatherings.

Stewardship Prayer cards can be distributed to parishioners as part of Commitment Weekend, encouraged for use as parishioners fill out their commitment form, and in their ongoing personal prayer.

At times, the prayer can also be prayed at the liturgy as a conclusion to the intercessions or after the Prayer After Communion.

### Option 1

*Loving God,  
creator and giver of all good gifts,  
bless our parish, strengthen our faith,  
and grant us a spirit of purpose and generosity  
as we seek to share our time, talent, and treasure.*

*Help us to be good stewards  
of all that you have given us  
and care for those in need.*

*Help us to make stewardship a way of life.*

*We ask this through Your Son Jesus,  
who is Lord, forever and ever.*

*Amen*

### Option 2

*O precious Lord,  
we recognize You as the gracious giver  
of all that we are and all that we have.*

*Give us the wisdom and the strength to care for  
and cultivate these shared and various gifts  
in ways that are pleasing and pay homage to You,  
to share them lovingly and generously with others,  
and ultimately, to return them with increase to You  
as You have asked us to do.*

*Help us all to grow in our giving individually  
and collectively as a church community so that we  
are better able to do Your works and Your will.*

*We ask this in Your name  
and in the name of our savior,  
Christ Jesus.*

*Amen*



## PRAYERS AND ANNOUNCEMENTS

All announcements and prayers for the Stewardship Commitment Weekend should be short, to the point, and written in a way that builds a relationship with parishioners.

It is important to remember that announcements and prayers are not to bear the whole weight of stewardship communication. Verbal wording should especially consider the time it takes to read them aloud.

Mass announcements generally take place after the Prayer After Communion. Any information, such as inviting commitment forms to be placed in the collection at a particular Mass or introducing parishioner testimonials should take place at the beginning of the Mass. Remarks can also be shared by the celebrant throughout the liturgy.

## GENERAL INTERCESSIONS

While the intercessions can express stewardship themes throughout the year, prayers about stewardship are especially appropriate during commitment weekends. The following prayers can be used as is or adapted as needed for your parish intercessions.

### September 6-7

For all those seeking to share their time, talents, and financial gifts more fully. We pray.

### September 13-14

For trust in God's love as we grow in gratitude and the sharing of our time, talent, and financial gifts. We pray.

### September 20-21

For care in matters great and small as we seek to be trustworthy stewards of the many gifts God has given to us. We pray.

### September 27-28

For all those seeking to be good stewards and live generous lives that support those most in need in our community. We pray.

### October 4-5

For all those seeking to grow in their faith, even if it is the size of a mustard seed. Let us make stewardship a way of life. We pray.

### October 11-12

For greater gratitude of our gift of faith and all that God has given us to share. We pray.

### October 18-19

For our parish community as we seek a greater understanding of how to share our gifts of time, talent, and treasure, and share with those in need. We pray.

### October 25-26

For stewardship to become an expression of gratitude for all that God has given to us. We pray.

## MASS ANNOUNCEMENTS

### September 27-28

This weekend we are beginning a stewardship commitment process for our parish. During the next three weeks, you will hear more about how to make stewardship a way of life and respond to God's call to be a disciple. It is a good time to consider what God has given you and what you can share with others. Please take time to do so.

### October 4-5

As we continue to learn about how to make stewardship a way of life, please consider how you can share your time, talent, and treasure. This week, you will soon receive a letter and commitment form letting you know how you can share your gifts and asking you to make a commitment to do so. Please complete the form and return it in the collection basket next weekend as part of our commitment weekend.

### October 11-12

During the last few weeks we have heard about how we can make stewardship a way of life and how we can share our time, our talent and our treasure. If you did not bring your commitment form to Mass today, please bring it next week, or mail it to the parish office. Extra forms can be found in the pews. Thank you for sharing your gifts with God and the Church.

### October 18-19

Thank you to everyone who returned their commitment forms and offered your time, talent, and treasure. If you have not made your commitment, please do so and return your form in the collection basket or mail them to the parish office. Extra forms can be found at the ends of the pews. Thank you for sharing your gifts with God and His Church.

### October 25-26

Thank you to everyone who returned their household commitment forms with their commitment of time in prayer, talent and treasure. If you have not returned your stewardship commitment, please do so today by placing them in the offertory or mail them to the parish office. Extra forms are located at the ends of the pews. Thank you for sharing your gifts with God and the Church.

## BULLETIN ANNOUNCEMENTS

### September 27-28

What is stewardship? It is a lifestyle. It is a life of gratitude that stems from the knowledge that God is the creator and owner of all. We are stewards when we care for God's gifts. Gratitude for these many gifts can be expressed in our prayer, worship, financial contributions, how we care for those around us, and in all we do. Stewardship is a way of being aware of all that God has given us and giving thanks. Our love and gratefulness lead to a desire to share our gifts in return.

### October 4-5

Stewardship invites everyone to help build the Kingdom of God together. St. James tells us "Every good and perfect gift is from above." We acknowledge this understanding when we use our gifts well and care for all that God has given us. Stewardship demonstrates how we give of ourselves in love and service to create a just world and build the kingdom of God.

Next weekend, October 11-12, is our Stewardship Commitment Weekend. You will soon receive a letter and commitment form in the mail. Please take time to consider how you can offer your time, talent, and treasure. Then, fill out the form and bring it back to Mass next weekend. Completed forms can be placed in the collection basket. Thank you for being a part of the parish and offering your Gifts to God!

### October 11-12

This is Stewardship Commitment Weekend. Thank you for the time in prayer, talent and treasure you are willing to share with the community. Please return your completed commitment form. If you did not bring your forms to Mass, please bring them next week or mail them to the parish office. Thank you again for your part in making stewardship a way of life!

### October 18-19

Last weekend was our Parish Stewardship Commitment Weekend. Thank you to everyone who returned their completed household commitment form. If you have not yet done so, please return your household commitment form with your offering of time, talent and treasure and place it in the collection during Mass or mail it to the parish office. If you need a form, they are available in the back of the Church.

### October 25-26

October 11-12 was our Stewardship Commitment Weekend. If you have not yet done so, please return your commitment form with your offering of time, talent and treasure and place it in the collection during Mass or mail it to the parish office. If you need a form, they are available in the back of the Church. Thanks to everyone for their generous contributions of time, talent, and treasure!

## SCRIPTURAL REFERENCES RELATING TO STEWARDSHIP

Learning about stewardship is a year round opportunity to grow in faith and service. Take time to pray the Stewardship Prayer when you gather and reflect on passages of scripture related to stewardship.

### Hebrew Scriptures

- Lv 27:30 – tithing
- Dt 14:22-29 – tithing
- Dt 15:7-8 – generosity to the poor
- Dt 26:1-4 – first fruits
- 1 Chr 29:14-16 – all belongs to God
- Ps 24:1 – the earth is the Lord's
- Prv 3:9 – honor the Lord with your wealth
- Prv 11:24 – disparities of rich and poor
- Prv 28:27 – give to the poor and lack nothing, but cursed if you do not
- Eccl 5:9-16 – the vanity of money
- Sir 35:7-10 – offering and sacrifice
- Mal 3:8-10 – robbing God

### Christian Scriptures

- Mt 6:19-21 – store treasure in heaven
- Mt 6:25-34 – do not worry about what to eat or wear
- Mt 23:23-24 – hypocrite tithers are not just
- Lk 6:38 – give and it will be given
- Lk 15:11-32 – prodigal son story
- Lk 16:19-31 – Lazarus and the rich man
- Acts 4:34 – there were no needy
- Acts 20:35 – more blessed to give than to receive
- Rom 12:6-8 – we each have different gifts
- 1 Cor 4:1-2 – we are entrusted with God's mystery
- 1 Cor 16:1 – early church collections
- 2 Cor 8 – give first to the Lord
- 2 Cor 9:6-12 – reap and sow, God loves a cheerful giver
- Phil 4:11-12 – being content with little or plenty
- 1 Tm 6:7-9 – we enter and leave the world with nothing
- Jas 2:14-17 – need faith and works

- Jas 4:2-3, 13-15 – ask and spend wrongly, seek the Lord's will
- 1 Pt 4:8-10 – love covers a multitude of sins
- 1 Jn 3:17-18 – love in action and truth

### Parables of Jesus that deal with money and possessions

- The Two Debtors (Lk 7:41-43)
- The Hidden Treasure (Mt 13:44)
- The Costly Pearl (Mt 13:45-46)
- The Unmerciful Servant (Mt 18:23-35)
- The Good Samaritan (Lk 10:29-37)
- The Friend at Midnight (Lk 11:5-8)
- The Rich Fool (Lk 12:16-21)
- The Barren Fig Tree (Lk 13:6-9)
- The Tower Builder (Lk 14:28-30)
- The King Contemplating a Campaign (Lk 14:31-33)
- The Lost Sheep (Lk 15:3-7)
- The Lost Coin (Lk 15:8-10)
- The Prodigal Son (Lk 15:11-32)
- The Unjust Steward (Lk 16:1-9)
- The Rich Man and Lazarus (Lk 16:19-31)

- The Pharisee and the Tax Collector (Lk 18:9-14)
- The Generous Employer (Mt 20:1-16)
- The Wicked Tenants (Mk 12:1-12, Mt 21:33-46, Lk 20:9-19)
- The Servant Entrusted with Supervision (Mt 24:45-51, Lk 12:42-48)
- The Talents (Mt 25:14-30, Lk 19:12-27)
- Sheep and Goats (Mt 25:31-46)
- Render Unto Caesar (Mt 22:15-22)

## PROMOTION AND COMMITMENT

### SEGMENTING YOUR INVITATION TO GIVE

Segmenting is the name given to a “segment” or portion of the parish who offer their financial gifts in a particular way. There are many ways to contribute financially. Some people make pledges and use giving envelopes. Others give electronically and approve to have money automatically withdrawn from their bank account. This is sometimes called “electronic fund transfer.” Visitors or parishioners might drop a check into the collection on Sunday, or put cash in the basket, which doesn’t allow the parish to track their giving.

When parishioners are asked to consider a pledged financial stewardship commitment, it is helpful to write it in a way that matches their giving habits. Here are some groups or segment you may want to consider as you ask parishioner to pledge their financial support to your annual parish stewardship appeal:

- Pledger
- Pledger – Electronic Fund Transfer
- Giver
- Non-Giver
- Lapsed - they used to give, but have not in recent years)

The LOGOS system can also be used to segment your parishioners into groups in the following ways:

### SEGMENTING PARISHIONERS

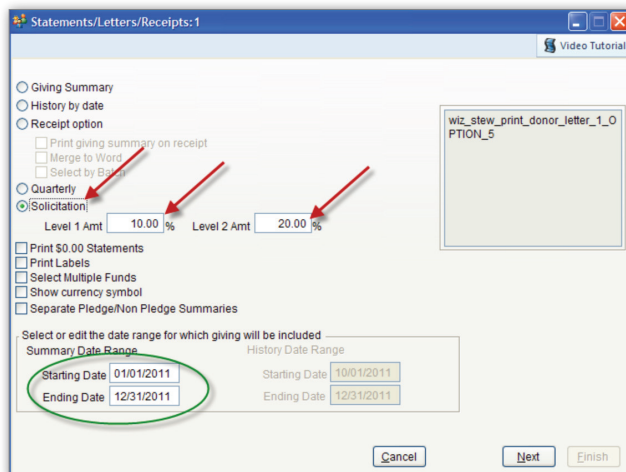
There are several criteria that can be used when identifying parishioners who are likely to give to the annual stewardship appeal. A parishioner’s history in giving to the Sunday collection can be a primary indicator of the likelihood that a parishioner will give in subsequent years. Parishioners who give to a capital campaign, the Catholic Service Appeal, or other special collections are great people to connect with for the annual stewardship appeal. The following is a step by step process for identifying parishioners, based on historical giving to the regular collection. There are several ways to modify this process based on your preference but this is the most common way to query data. The following screenshots and instructions are for the LOGOS II software.

## Instructions for Stewardship Request Letter – Including “Bump” Tables

To create your solicitation letters, including the calculated bump amounts, start on the Contributions tab in LOGOS II and Click on Statements/Letters/Receipts.

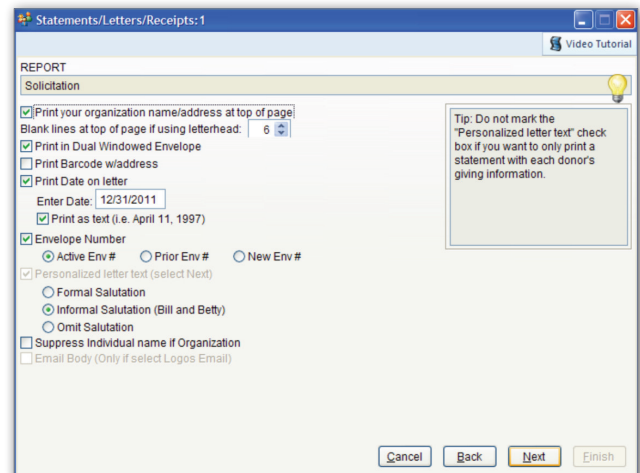


On the first screen you will select the Solicitation option and enter in the amounts you would like calculated for suggested giving increases. We suggest 10 and 20 to give you a 10% and 20% increase in giving calculated on the dates in the Summary Date Range which defaults to the current fiscal year but can be changed according to your needs. Click Next to advance.

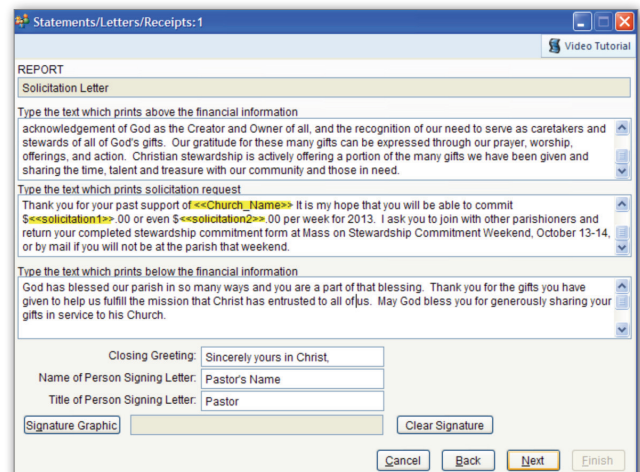


On the following screen you will not have any options to select so just click Next.

On the next screen you have options on how you would like to format the letter which you can select to meet your needs and click Next.



On the following screen you will enter the text of the letter for the solicitation. The middle paragraph will be in bold type on the letter when it is created. You will use the fields <<solicitation1>>, <<solicitation2>> and <<Church\_Name>> to customize the text as needed. When you are finished click Next.



On the following screen you will select the criteria for who will be receiving these letters. In the sample, the Contributions Tab was selected and those parishioners who gave \$250+ were selected - this way the calculated bump amounts make better sense. For those parishioners who donate less than \$250, you might want to run their letters separately and type in amounts such as \$5.00 and \$10.00 per week on the previous screen. After you have entered your criteria, click done.

Statements/Letters/Receipts:1

Search Criteria 1 People 2 Committees 3 Visitation 4 Talents/Ministry 5 Attendance 6 Contributions

1. Select a Field, then ...  
☒ Given in Date Range ☐ Given Year to Date  
☐ Pledge ☐ Behind in Pledge ☐ Fulfilled Pledge

2. Select a Fund  
 0.0000 (All Funds - Regular)

3. Select Date Range  
 Starting Date 01/01/2011  
 Ending Date 12/31/2011

4. Enter Amounts  
 From 250.00  
 To 999999.99

5. Select Option  
☐ Enter Top Percent of Donors  
 Percent 0.00  
☐ Enter Average Given per Period  
 Period Weekly  
 Ave Amount or greater 0.00  
☐ Include Spouse if not selected

Add Done Advanced Options

Cancel Back Next Finish

Back at the main Search Criteria screen you can review your selection and click Next.

Statements/Letters/Receipts:1

Search Criteria 1 People 2 Committees 3 Visitation 4 Talents/Ministry 5 Attendance 6 Contributions

Search Criteria

Contributions  
 Given 250.00 to 999,999.99 [01/01/2011-12/31/2011] to [(All Funds - Regular)]

Or ( ) Join Delete Clear All Print Criteria Save Criteria Restore Criteria

Cancel Back Next Finish

On the following screen you may select how you prefer to have your letters sorted, in this example Name was selected from the left hand list and the top arrow in the middle was clicked to move it over to the right hand list. Then click Next.

Statements/Letters/Receipts:1

REPORT  
 Solicitation Letter

Available Sort Fields  
 Last Name Initial  
 Membership Number  
 Name  
 Organization Name  
 Pledged  
 Religion  
 School  
 State  
 Status

Sort on

Cancel Back Next Finish

The last screen is the Print Page where you can select to Print Preview or Send to Printer and then click Print. Below is a portion of the letter that will be created.

**Parish Name**  
 Parish Address  
 Parish City, MN 55555

May 29, 2012

Newton Nix  
 1117 New St  
 St. Paul, MN 55001-2907

Dear Newton:

In recent weeks you have been hearing about stewardship as a way of life at (Parish Name). We invited you and your fellow parishioners to reflect on how God has blessed you and consider your response to His blessings by sharing your gifts of time, talent and treasure. I write to you today to ask you to make a prayerful stewardship commitment to our parish!

What is stewardship and what does it mean in my life?

Stewardship begins with an understanding of who we are as Christians - as disciples of our Lord, Jesus. It is the acknowledgement of God as the Creator and Owner of all, and the recognition of our need to serve as caretakers and stewards of all of God's gifts. Our gratitude for these many gifts can be expressed through our prayer, worship, offerings, and action. Christian stewardship is actively offering a portion of the many gifts we have been given and sharing the time, talent and treasure with our community and those in need.

You will find a stewardship commitment form with this letter. Please take some time to reflect on the gifts God has provided you and determine how you can share your gifts to serve others through our parish. Your gifts will make it possible to continue supporting the needs of our parish in worship, education, and outreach.

Thank you for your past support of (Parish Name). It is my hope that you will be able to commit \$(10% increase) or even \$(20% increase) per week for 2013. I ask you to join with other parishioners and return your completed stewardship commitment form at Mass on Stewardship Commitment Weekend,

## SEGMENTING LETTERS TO PARISHIONERS

The following is sample language for your use in “segmenting” your letter to your parishioners.

### Never Pledge/Never Givers: Sample “Ask” Language

What should you pledge? If this is your first time, start with something that is meaningful, yet manageable. Try committing 1% of your annual income. If you make \$40,000 a year that would be \$400, or about \$8 a week. Think about your weekly expenses and pick something you can give up. Then give it back to God.

### Sample language for a letter to Electronic Pledgers

PS - Thank you for participating in Electronic Pledging. (choose language that works for your parish – some call this - electronic fund transfer; automatic withdrawal...)

You are among an increasing number of parishioners who use this simple, automatic method. To increase your amount contributed, simply fill out the enclosed pledge form. If for some reason we don't hear from you, your current pledge will remain in effect.

### Sample Language for the pledge form for electronic givers

I would like to pledge electronically

\_\_\_\_\_ My bank information is the same as last year  
(for past electronic givers)

\_\_\_\_\_ I have new bank information  
(Please include a voided check)

\_\_\_\_\_ I authorize **(Parish Name, Address, City, State, Zip)** to automatically withdraw my pledge amount. Included is a voided check providing the necessary routing information. This authority remains in effect until I notify **(Parish Name)** in writing to cancel at least one week prior to the next withdrawal date, or by notifying my financial institution 3 days before my account is to be charged.

I would like to pledge with a credit card.

\_\_\_\_\_ My credit card information is the same as last year (for past credit card givers)

\_\_\_\_\_ I have new credit card information

\_\_\_\_ Visa \_\_\_\_ Mastercard \_\_\_\_ Discover \_\_\_\_ AmEx

Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

3 Digit CSV code (back of card) \_\_\_\_\_

**(Name)**, you have been so generous in supporting this church – your church – in the past, and I hope we can count on your continued support in 2014. I invite you to prayerfully consider increasing your automatic financial stewardship pledge by (\$ per week, per month, per quarter) for 2014.

Please bring your completed pledge form to church for Financial Stewardship Pledge Weekend on October 11-12. You can also mail it to us or pledge online at **(website)**.



PASTOR LETTER OF REQUEST TO PARISHIONERS  
(PARISH LETTERHEAD)

DATE

NAME

ADDRESS

CITY/STATE/ZIP

Dear NAME,

In recent weeks you have been hearing about stewardship as *a way of life* at **(Parish Name)**. We invited you and your fellow parishioners to reflect on how God has blessed you and consider your response to His blessings through your gifts of time, talent and treasure. I write to you today to ask you to make a prayerful stewardship commitment to our parish!

**What is stewardship and what does it mean in my life?**

Stewardship is a lifestyle. It is a life of accountability and responsibility. Living as a good steward acknowledges God as the Creator and the Owner of all. Christian stewards see themselves as the caretakers of God's gifts. Gratitude for these gifts is expressed in our prayer, worship, offerings, and action. Stewardship is a way of thanking God for our blessings as we return a portion of the many gifts (our time, talent, and treasure) that we have been given by God.

You will find a stewardship commitment form with this letter. Please take some time to reflect on the gifts God has provided you and determine how you can share your gifts to serve others through our parish. Your gifts will make it possible to continue supporting the needs of our parish in worship, education, and outreach.

Thank you for your past support of **(Parish Name)**. It is my hope that you will be able to commit \$ **(10% increase)** or even \$ **(20% increase)** per week for 2014. I ask you to join with other parishioners and return your completed stewardship commitment form at Mass on Stewardship Commitment Weekend, October 11-12, or by mail if you will not be at the parish that weekend.

God has blessed our parish in so many ways and you are a part of that blessing. Thank you for the gifts you have given to help us fulfill the mission that Christ has entrusted to all of us. May God bless you for generously sharing your gifts in service to the Church.

Sincerely yours in Christ,

**(Pastor's Signature)**

Pastor

P.S. Please make your stewardship of treasure pledge commitment today as well!

## PARISH STEWARDSHIP REFLECTION GUIDES

### REFLECTION GUIDE 1: OUR UNIQUE ROLE

Select one of the Reflection Guides  
to accompany the pastor's letter.



#### WHO IS A CHRISTIAN STEWARD?

Guided by Scripture, the Christian steward is a person whose prayer leads to a constant awareness that God is the creator of all blessings in life. He is the origin of life, giver of freedom, and the source of all things. Jesus presented the ultimate gift to God – the gift of His life – and we, too, are called to follow in Jesus' footsteps by:

- Receiving God's gifts gratefully
- Cultivating them responsibly
- Sharing them lovingly in justice with others and
- Returning them with increase to the Lord.

*"Christ has no body now on earth but yours; no hands but yours; no feet but yours. Yours are the eyes through which he is to go about doing good, yours are the hands with which He is to bless people now...."*

– St. Teresa of Avila



#### STEWARDS OF THE CHURCH

As members of the Church, we are called to be disciples, followers of our Lord Jesus Christ. This has astonishing implications:

- Mature disciples make a conscious decision to follow Jesus no matter what the cost.
- Christian disciples experience conversion – changes of mind and heart – and commit their very selves to the Lord.
- Christian stewards respond in a particular way to the call to be a disciple. Stewardship has the power to shape and mold our understanding of our lives and the way in which we live.

**All members of the Church have a unique role** to play in carrying out Christ's mission of proclaiming and teaching, serving and sanctifying:

- Parents by nurturing their children in the light of the faith
- Parishioners by working in concrete ways to make their parishes true communities of faith and vibrant sources of service to the larger community and
- All Catholics by giving generous support – time in prayer; money and personal service to parish and diocesan programs and to the universal Church.



#### OUR UNIQUE ROLE



## REFLECTION GUIDE 2: RESPONDING TO THE CALL



### WHO IS A CHRISTIAN STEWARD?

Guided by Scripture, the Christian steward is a person whose prayer leads to a constant awareness that God is the creator of all blessings in life. He is the origin of life, giver of freedom, and the source of all things. Jesus presented the ultimate gift to God – the gift of His life – and we, too, are called to follow in Jesus' footsteps by:

- Receiving God's gifts gratefully
- Cultivating them responsibly
- Sharing them lovingly in justice with others and
- Returning them with increase to the Lord.

*"As each one has received a gift, use it to serve one another as good stewards of God's varied grace."*

*(1 Peter 4:10)*



### THE MODEL CHRISTIAN STEWARDS

We look to the life and teachings of Jesus for guidance in living as Christian stewards. It is challenging and difficult, in many respects, yet intense joy comes to those who take the risk to live as Christian stewards. After Jesus, we look to Mary as an ideal steward. As the mother of Christ, she lived her ministry in a spirit of fidelity and service; responding generously to her call.

### RESPONDING TO THE CALL

We must ask ourselves: Do we wish to be disciples of Jesus Christ and Christian stewards of our world and our Church? Jesus calls each one of us individually by name. He has provided each of us with unique gifts. God intends for each of us to play a unique role in carrying out His divine plan. The challenge, then, is to understand our role – our vocation – and to respond generously to Jesus' call by putting our gifts to work in building up His kingdom on earth. God gives us this divine-human workshop, this world and Church of ours. The Spirit shows us the way – Stewardship is part of the journey.



### RESPONDING TO THE CALL



## PARISH STEWARDSHIP COMMITMENT FORM - OPTION 1

Parish \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Please include all members of your family when sharing your gifts, and check the boxes below:**

☐ **TIME IN PRAYER**

I/We plan to attend Mass weekly and pray regularly for God's work through the Church.

☐ **TALENT**

I/We plan to share my/our time and talent through the ministries chosen on the reverse side of this form.

☐ **TREASURE**

I/We will financially support the ministries and services of the parish.

I/We will give: \$ \_\_\_\_\_

☐ Weekly      ☐ Monthly      ☐ Quarterly      ☐ Annually for a total of \$ \_\_\_\_\_ during 2014.

**OPTION #1**

☐ I would like to pledge electronically. (Please check the authorization box below).

☐ My bank information is the same as 2013.

☐ I have new bank information. (Please include a voided check).

**OPTION #2**

☐ I would like to pledge with my credit card. (Please check authorization below).

☐ My credit card information is the same as 2013.

☐ I have new credit card information:

☐ Visa      ☐ MasterCard      ☐ Discover      ☐ AmEx

Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ - \_\_\_\_\_ Three Digit CSV Code (back of card) \_\_\_\_\_

☐ I authorize **(name of parish and address)** to automatically withdraw my pledge amount. I included a voided check to provide necessary routing information. This authority remains in effect until I notify the **(name of parish)** in writing to cancel, at least one week prior to the next withdrawal date, or by notifying my financial institution three days before my account is charged.

**OPTION #3**

☐ I would like to give with weekly envelopes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

“HOW CAN I REPAY THE LORD FOR ALL THE GOOD DONE FOR ME?” Psalm 116:12

### PARISH TALENT OPPORTUNITIES

Please list the family member's name next to the ministry in which they choose to participate.

SACRAMENTS AND WORSHIP	Name	New Volunteer	Re-commit*	PARISH OUTREACH - CONTINUED	Name	New Volunteer	Re-commit*
Altar Services	_____	<input type="checkbox"/>	<input type="checkbox"/>	Bereavement	_____	<input type="checkbox"/>	<input type="checkbox"/>
Altar Society	_____	<input type="checkbox"/>	<input type="checkbox"/>	Hospitality Ministry	_____	<input type="checkbox"/>	<input type="checkbox"/>
Arts & Entertainment	_____	<input type="checkbox"/>	<input type="checkbox"/>	Befriender	_____	<input type="checkbox"/>	<input type="checkbox"/>
Children's Liturgy of the Word	_____	<input type="checkbox"/>	<input type="checkbox"/>	Prayer Ministry	_____	<input type="checkbox"/>	<input type="checkbox"/>
Eucharistic Ministries	_____	<input type="checkbox"/>	<input type="checkbox"/>	Charity Ministry	_____	<input type="checkbox"/>	<input type="checkbox"/>
Lectors	_____	<input type="checkbox"/>	<input type="checkbox"/>	Funeral Ministry	_____	<input type="checkbox"/>	<input type="checkbox"/>
Ministries of the Sick	_____	<input type="checkbox"/>	<input type="checkbox"/>	Justice Ministry	_____	<input type="checkbox"/>	<input type="checkbox"/>
Music Ministry	_____	<input type="checkbox"/>	<input type="checkbox"/>	Cursillo Movement	_____	<input type="checkbox"/>	<input type="checkbox"/>
Ushers	_____	<input type="checkbox"/>	<input type="checkbox"/>	Marriage Enrichment	_____	<input type="checkbox"/>	<input type="checkbox"/>
<b>FAITH FORMATION</b>				Men's Group Ministry	_____	<input type="checkbox"/>	<input type="checkbox"/>
Religious Education/ Faith Formation (Youth)	_____	<input type="checkbox"/>	<input type="checkbox"/>	Ministry of Mothers Sharing (MOMS)	_____	<input type="checkbox"/>	<input type="checkbox"/>
Rite of Christian Initiation of Adults (RCIA)	_____	<input type="checkbox"/>	<input type="checkbox"/>	Prayer Shawl	_____	<input type="checkbox"/>	<input type="checkbox"/>
Vacation Bible School	_____	<input type="checkbox"/>	<input type="checkbox"/>	Religious Vocations Committee	_____	<input type="checkbox"/>	<input type="checkbox"/>
School Advisory Commission	_____	<input type="checkbox"/>	<input type="checkbox"/>	Welcoming Committee	_____	<input type="checkbox"/>	<input type="checkbox"/>
School Parents' Guild	_____	<input type="checkbox"/>	<input type="checkbox"/>	<b>ADMINISTRATION</b>			
School Sports Committee	_____	<input type="checkbox"/>	<input type="checkbox"/>	Parish Council	_____	<input type="checkbox"/>	<input type="checkbox"/>
Youth Ministry	_____	<input type="checkbox"/>	<input type="checkbox"/>	Finance Council	_____	<input type="checkbox"/>	<input type="checkbox"/>
<b>PARISH OUTREACH</b>				Stewardship Committee	_____	<input type="checkbox"/>	<input type="checkbox"/>
The Gathering Inn	_____	<input type="checkbox"/>	<input type="checkbox"/>	Office Assistance	_____	<input type="checkbox"/>	<input type="checkbox"/>
Knights of Columbus, Council # _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<b>OTHER SKILLS YOU'D LIKE TO SHARE</b>	_____	<input type="checkbox"/>	<input type="checkbox"/>
St. Vincent de Paul Society	_____	<input type="checkbox"/>	<input type="checkbox"/>		_____	<input type="checkbox"/>	<input type="checkbox"/>
What Would Jesus Do? Inc.	_____	<input type="checkbox"/>	<input type="checkbox"/>				
Prison Ministry	_____	<input type="checkbox"/>	<input type="checkbox"/>				

\*Re-commit (for those currently involved in this ministry)

## PARISH STEWARDSHIP COMMITMENT FORM - OPTION 2

Parish \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email \_\_\_\_\_

### **My/Our past support and future commitment (see attached Giving Guide)**

Over the past year, my/our weekly gifts to the church have averaged \$ \_\_\_\_\_ per week.  
in gratitude to God for the blessings I/we have received, it is my intent to increase my/our regular support  
to \$ \_\_\_\_\_ per week or otherwise make a total gift of \$ \_\_\_\_\_ to support God's work  
in our church in the coming year.

### **Please check all that apply:**

- ☐ With my/our gift this year, I/we tithe or give at least 10% of my/our income to the church and other charities.
- ☐ I am/we are interested in receiving information about the various special gift opportunities that exist.
- ☐ I am/we are interested in receiving information about planned gifts and, in particular:
  - ☐ gifts through a person's will by bequest; ☐ gifts in trust; ☐ gifts of life insurance.
- ☐ I/We have already included the church in my/our estate plans through (please specify in confidence) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Planned Giving Options**

**Bequests.** Bequests are gifts that are given through a person's will.

**Life Insurance.** Gifts of life insurance are an ideal way to make a substantial, eventual gift to the church. Existing policies no longer needed to provide for young children or family members can be assigned to the Church, or new policies can be written with the Church listed as the partial or sole designated beneficiary.

**Trust Arrangements.** A trust is much like a will except that it states who will benefit from the assets placed in their trust while you are alive in addition to how it will be distributed upon your death.

## WEEKLY GIVING GUIDE FOR SACRIFICIAL GIVING

Annual Income (Household)	Weekly Income	<u>Weekly Giving as a Percentage of Income</u>					
		2.5%	5%	7.5%	10%	12.5%	15%
\$10,400	\$200	\$5	\$10	\$15	\$20	\$25	\$30
\$20,800	\$400	\$10	\$20	\$30	\$40	\$50	\$60
\$31,200	\$600	\$15	\$30	\$45	\$60	\$75	\$90
\$41,600	\$800	\$20	\$40	\$60	\$80	\$100	\$120
\$52,000	\$1,000	\$25	\$50	\$75	\$100	\$125	\$150
\$62,400	\$1,200	\$30	\$60	\$90	\$120	\$150	\$180
\$72,800	\$1,400	\$35	\$70	\$102	\$140	\$175	\$210
\$83,200	\$1,600	\$40	\$80	\$120	\$160	\$200	\$240
\$93,600	\$1,800	\$45	\$90	\$135	\$180	\$225	\$270
\$104,000	\$2,000	\$50	\$100	\$150	\$200	\$250	\$300
\$156,000	\$3,000	\$75	\$150	\$225	\$300	\$375	\$450
\$208,000	\$4,000	\$100	\$200	\$300	\$400	\$500	\$600
\$260,000	\$5,000	\$125	\$250	\$375	\$500	\$625	\$750
\$312,000	\$6,000	\$150	\$300	\$450	\$600	\$750	\$900

## POSTER

This poster is 11 x 17" and should be prominently displayed throughout the parish campus during the stewardship renewal season.





**PASTOR FOLLOW-UP LETTER**  
**(PARISH LETTERHEAD)**

DATE

NAME

ADDRESS

CITY/STATE/ZIP

Dear NAME,

Over the past several weeks, our parish community has been hearing about Stewardship as *a way of life* in our parish. As part of that reflection parishioners were asked to prayerfully discern how God has uniquely gifted them, think about the priority God and the Church have in their lives, and decide how to share these gifts with the parish.

**I am writing to you because we have not yet received your stewardship commitment form.**

Please take some time to reflect on the gifts God has provided you and determine how you plan to share these gifts to serve others through our parish. I ask you to return the attached form to the parish office by mail or simply place it in the collection basket at Mass this weekend. If you are in need of an additional commitment form or have questions, please feel free to call me.

Through your generosity, we are able to share in the love that Jesus gives us. Your gifts enable our parish to continue to grow and provide essential services, including:

- Maintaining our place of worship
- Assisting those in need
- Providing quality Catholic education and formation to children, youth and adults
- Training and renewal of parish leaders who lead us in parish and diocesan worship
- Building-up our faith community through social and fellowship programs and events.

**Thank you for your past support of (Parish Name). It is my hope that you will be able to increase your commitment. Please consider giving \$ (10% increase) or even \$ (20% increase) per week for 2014.**

Thank you for your part in making our parish a place of God's blessing.

Thank you for your participation.

Sincerely yours in Christ,

**(Pastor's Signature)**

Pastor

## TELEPHONE FOLLOW-UP SCRIPT

It is recommended that a follow-up phone call be made to those parish households who have not yet responded to father's invitation to participate in the parish stewardship appeal (including the follow-up letter).

"Hello, my name is \_\_\_\_\_ and I am calling on behalf of *(Parish Name)*.  
May I speak with *(First and Last Name)*, please? (If married ask for either.)

"Hello, (preferred name). We are contacting fellow parishioners on behalf of Fr. \_\_\_\_\_ about this year's parish stewardship appeal. Do you have a brief moment to talk?"

**If no:** "When would be a good time to call back?" (Note date and time on commitment form.)  
"Thank you and have a nice evening".

**If yes but parishioner did not give/volunteer last year (nothing on their record):** "Our parish would like to hear from every household and meet our goal of \$\_\_\_\_\_ in commitments for this year. Father is encouraging all parishioners to participate. Can we count on your participation to assist our parish in meeting our stewardship goal?"

**If yes and parishioner gave last year (amount located on the commitment form):** "I would like to thank you for your generous gift of \$\_\_\_\_\_ to last year's parish stewardship appeal. Your leadership in giving truly makes a difference for the ministries of the parish. Father would like to hear from every household this year and meet our goal of \$\_\_\_\_\_. Can we count on your gift of the same amount this year?"

**If a parishioner has questions:** Answer the questions to the best of your ability. If you don't know the answer, call them back once you know the answer; or refer the question to someone who could provide the answer. Your parish staff is a great source of information.

**If a pledge or gift is made:** Thank the person and let him/her know that you'll make a note of their gift. A thank you letter confirming the commitment will be mailed soon. If the parishioners wish, they can make the payment with ACH or a credit card. The information on the commitment form needs to be completed, including the date and the name of the person you spoke with (a cancelled check may also be needed).

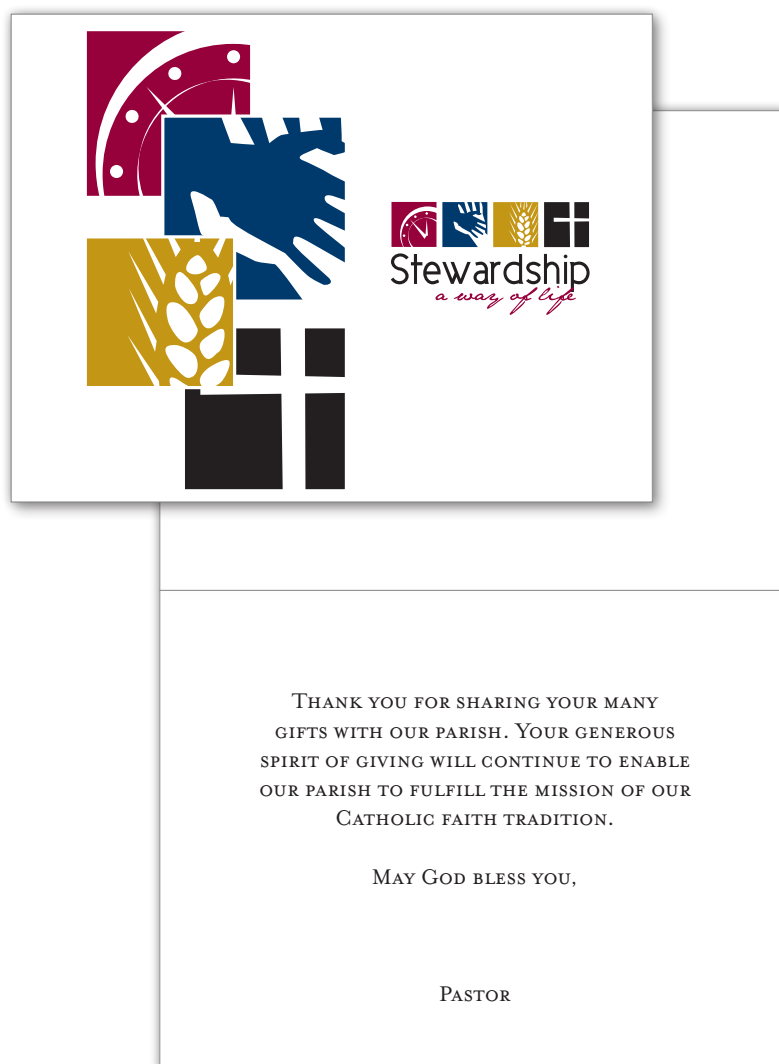
**If a parishioner decides not to give, or is unable to give:** Mark zero on the *total contribution* line and ask the person to pray for the parish and its ministries.

## THANK YOU CARD, THANK YOU LETTER

It is important that all parishioners who return the commitment form receive a thank you card or letter from the pastor. A personalized postscript gives acknowledgement that the parishioner is truly appreciated. This will benefit the parish in the years to come. Send the thank you card or letter as soon as possible to ensure immediate action by the parishioner.

### SAMPLE THANK YOU CARD

This sample thank you card is a fold-over panel card with the message shown. This format will provide the pastor with additional space for a personal salutation and a handwritten message.



THANK YOU LETTER  
(PARISH LETTERHEAD)

DATE

NAME

ADDRESS

CITY/STATE/ZIP

Dear NAME,

I am deeply grateful for your participation in this year's Stewardship Renewal. By returning your commitment form you are helping to make Stewardship *a way of life* at **(Parish Name)**.

Thank you for making the following commitments:

**Stewardship of time:** Attend Mass regularly

**Stewardship of talent:** Church Floor Cleaner, Tuesday Toilers

**Stewardship of treasure:** \$25.00 weekly.

It is my prayer that the Holy Spirit continues to guide our use of time, talent, and treasure here at **(Parish Name)**. Through our combined efforts, we will build a strong faith community to carry out Christ's work on earth.

May God bless you and your loved ones.

Sincerely yours in Christ,

**(Pastor's Signature)**

Pastor

## PLANNED GIVING

*What is Planned Giving  
and why is it important?*

*The case for Planned Giving.*

*If properly presented as a means of  
exercising responsible stewardship  
of their accumulated assets and  
as an opportunity to make a  
distinctive contribution to the mission  
and ministries of the Church, an  
educational program designed to  
promote planned giving can be a  
double service to church members.*

*"Stewardship: A Disciple's Response"  
Bishops' Pastoral Letter on  
Stewardship USCCB*

## WHAT IS PLANNED GIVING?

"Planned Giving" is commonly referred to as charitable estate planning and generally refers to making a gift now while retaining an interest in the donated property, or arranging for a gift that the charity will receive in the future or at the donor's passing.

## WHY IS PLANNED GIVING IMPORTANT?

Christian stewardship impacts all phases of our life including plans for our worldly goods and resources after our death. For many, using a planned giving method creates an optimal way to exercise the stewardship of the gifts entrusted to us. Planned gifts are typically larger and more sophisticated than normal Sunday contributions, capital campaigns or special fund raising events. A few examples of how parishioners can exercise their stewardship through planned giving include: leaving a gift through a will, establishing a charitable remainder trust, creating a gift annuity or designating your parish as a beneficiary of a life insurance policy.

An educational program designed to promote planned giving is a positive way to help parishioners who want to deepen their stewardship commitment to the Church. It can remind them of their overall stewardship responsibility and provide practical suggestions about how to use their accumulated assets to increase their income, save taxes, and contribute to sustaining the mission and ministries of your parish for future generations.

### The benefits of a Parish Planned Giving Program:

- If you're not asking your parishioners for planned gifts, someone else is.
- Cash-starved times are best times for planned giving because people are more aware of what is most important.
- A typical planned gift is 2-to-3 times the size of a parishioner's annual gift to the Church.
- Planned Gifts do not affect a parishioners' cash flow.
- Many parishioners are eager to make a planned gift, but don't know how.
- Parishioners making gifts through their wills will typically increase their annual fund support.
- Anyone can make a planned gift, but they might not know they can.

- Some parishioners have already named you in their will and you may not know it.
- There is great potential to increase financial support for your parish today and in the future.

### **The benefits of making a Planned Gift:**

When parishioners prepare their will/trust or plan their estate to include charitable giving for your parish, they can:

- Continue to support the ministries of their parish that mean the most to them through a gift that can live on perpetually
- Gain charitable deductions now – even for future gifts
- Reduce or avoid capital gains tax
- Lower their estate taxes
- Protect and potentially increase the size of their estate for their heirs
- Increase their existing income.

## **TEN STEPS TO CULTIVATING A CULTURE OF PLANNED GIVING IN YOUR PARISH**

### **Step 1: Establish a Parish/School Endowment Fund -**

A vehicle through which planned gifts to provide perpetual support.

**Step 2: Get started with a “Will Survey” or a “Search Letter or Flyer”** to identify those parishioners who already have a charitable intent to leave the parish a gift from their will or estate plan.

**Step 3: Recruit a person to chair your Planned Giving/Endowment Program -** Recruit a parishioner to lead your parish's efforts to promote planned giving and grow your endowment fund(s). This person should serve on the Parish Stewardship Committee.

### **Step 4: Recruit a Planned Giving/Endowment Committee**

(note this committee can be a subcommittee of the Stewardship Committee).

### **Step 5: Set goals for the Parish Planned Giving/**

**Endowment effort -** Identify financial goals for the endowment fund(s) effort based on how establishment and growth of the endowment supports the parish's current or long-range strategic plan.

**Step 6: Develop a 3-5 year timeline and action plan to educate and engage parishioners** in supporting the Parish Endowment Fund(s) and becoming members of a parish "Legacy Society".

**Step 7: Establish a Legacy Society** to formally honor parishioners who have named the parish or school in their estate plans, or made a gift to the endowment(s). Consider naming the society after something unique in meaning to your parish or school.

**Step 8: Add a link to the Catholic Community Foundation's planned giving web content on your parish's website.** The link is <http://www.plan.gs/Home.do?orgid=5437>. This online resource enables your parishioners to compare the benefits of a variety of planned gifts, and get immediate estimates of the income and charitable deductions for their gifts.

**Step 9: Develop the necessary administrative policies and procedures to document, track and record annual cash and/or planned (deferred) gifts to your Endowment fund(s).** This would include documents to record parishioners' written intent to leave the Church a gift from their estate as well as policies for accepting gifts to your endowment.

### **Step 10: Conduct an annual special event**

(e.g. Endowment Sunday) to recognize the Parish Legacy Society members as well as new members each year.

*\*These steps are modeled after a successful planned giving/endowment program started at St. Odilia Parish in Shoreview, MN. For more information go to [www.stodilia.org](http://www.stodilia.org).*

## HOW TO CREATE A MARKETING PLAN TO PROMOTE PLANNED GIVING IN YOUR PARISH

A critical element for any successful Planned Giving Ministry is to **create a positive climate for giving** within your parish. Like any ministry in your Church, parishioners will more fully engage themselves when they understand why the ministry exists, how it functions, how it relates to the overall mission of the parish, and how it relates to their own faith and spiritual development.

Even though parishioners are being bombarded with thousands of messages a day from a variety of media, parishes have an advantage because you already have an established community where people gather each week.

Surveys show that while Churches receive on average 33% of the charitable dollars in the U.S.A. they are only receiving 8% of bequests. **The reason for this is that many of parishioners have not thought about it.** In his book, 'Creating a Climate for Giving,' Don Joiner suggests that many Churches have organized committees, developed policy statements, selected wise counselors and still failed to secure planned gifts for their ministries because of the following reasons:

- Unclear vision - Paint a vision of how Planned Gifts further the mission of the Church.
- Not knowing who will give - Determine who your audience is for planned giving.
- Not planning enough into the future – Show the importance of strategic planning.
- No budget - Devote enough resources to this area of stewardship.
- Lack of patience – Persevere - This is a marathon not a sprint.
- Focus on annual, not on long-term financial sustainment goals – Do both.
- Lack of passion – Demonstrate the advantages of planned giving.
- Lack of promotion – Spread the word!

All eight of these areas should be part of a multi-year Planned Giving Marketing Plan. The Catholic Community Foundation and Archdiocesan Office of Stewardship and Development have partnered to provide resources to build such a plan in your parish.

## PLANNED GIVING MARKETING STEPS

The following are some practical ways your parish can market planned giving and your endowment fund

**I. KICK OFF:** Mail or publish a letter from your Pastor and internal Champion(s) announcing the endowment and the planned giving resources available to parishioners via the tool kit. Include information about upcoming planned giving education efforts, such as seminars, Legacy Society events, web resources, etc.

On-going “touch” strategy begins, and should include:

- Regular mentions in the parish bulletin (i.e. language for wills, bequests, rotating “tips”).
- Ongoing content on webpage (i.e. “Planned Giving Corner”, language for wills, bequests, rotating “tips”).
- Mailings to your target audience(s), with phone or personal follow-up.
- Announcements at Mass regarding making bequests to the parish, endowment fund updates, planned giving resources via the Planned Giving Tool Kit.
- Planned Giving materials displayed in school/parish racks. See Tool Kit for off-the-shelf resources, or create your own brochure/flyer.
- Other periodic displays/posters/signage in school/parish, supporting following quarterly events.

## 2. First Semi-Annual Event: Educate

The goal is to announce the parish's vision of the planned giving/endowment fund and educate potential donors about planned giving options. Consider hosting it at a natural gathering time or venue for one or more of your target audiences (after daily Mass, during a senior's group, during your parish festival, etc.). Send personal invitations to your target audience(s), and be sure to have a follow-up plan to reconnect with those who attend.

- Speakers may include your Pastor, Endowment Chair, Archdiocesan or Catholic Community Foundation staff.
- Possible topic: Leaving a Legacy at the parish

## 3. Continue on-going "touch" strategy as described in Step 1.

## 4. Second Semi-Annual Event: Honor and Inspire

The goal is to honor those who may already have contributed to the endowment fund, and inspire others to consider a legacy. Consider providing a meal (luncheon or dinner) and making this a social event for your benefactors. The program may include a testimonial from one of your benefactors.

- Plan to provide a recognition gift to your benefactors. Examples might include a plaque or item with unique significance to your parish community.

## 5. Year Two Schedule:

- Repeat "Touch Strategies" in Step 1
- Repeat Step 2
- Repeat Step 4, as it becomes an annual benefactor recognition event
- At year end, assess progress (i.e. – number of new will/bequest/beneficiary designations) and report back to the parish in the bulletin or personal letter.

Repeat these annually and you will succeed in creating a culture of planned giving in your parish.

**Remember: Planned giving education is a marathon, not a sprint. Consistent, steady communications are the key!**



## FIVE WAYS TO SUPPORT YOUR PARISH ENDOWMENT FUND

### 1. Cash or Stock

Contribute any amount, any time! Checks should be made payable to the parish, with a note that your gift is for your Parish Endowment fund. Gifts of stock are converted to cash and the value is added to our fund. By donating appreciated stock, there is a possibility of eliminating federal capital gains tax while supporting your parish community.

### 2. Bequest in a Will or Estate Plan

A simple, easy way to remember your parish is in a will or estate plan. Donors may designate a specific dollar amount or percentage of the residue of their estate as a gift to your long-term fund.

### 3. Charitable Gift Annuities (CGA)

A CGA provides parishioners with regular payments for the rest of their life. The balance of your annuity then becomes a charitable gift to your parish fund. A minimum gift of \$10,000 is required to establish a CGA at The Catholic Community Foundation.

### 4. Life Insurance or IRA Beneficiary Designations

Parishioners may name your parish as a full or partial primary or contingent beneficiary on their life insurance policy. If they donate a policy, they may deduct its fair market value (as determined for tax purposes) of the cost basis, if lower:

In the case of retirement plan assets such as an employee plan, IRA or tax-sheltered annuity, a parishioner's beneficiaries will owe income tax on these assets, which may be up to 35 percent. Donating even a portion of their plan can provide a significant tax benefit.

### 5. Donate Business, Personal Property or Real Estate

Parishioners can avoid the hassle of selling a business; piece of property such as a home, cabin or farmland; or other personal property of value – all while receiving valuable income tax, capital gains tax, or future estate tax deductions. In the case of a primary or vacation home, donors can even choose to continue to use it for the rest of their life, and dedicate it to your parish in their estate plan.

## PLANNED GIVING RESOURCES

### Sample Language for Wills and Bequests:

To leave a bequest to **(Parish Name)** please provide this suggested language to your legal counsel:

"I, **(name)**, of **(city, state, ZIP)**, give, devise and bequeath to **(Parish's legal name, street address, City, State, Zip)** of (written amount or percentage of the estate, insurance policy or IRA, or description of property) for the **(insert Parish Endowment Fund Name)**"

### Sample Bulletin and Web Site Message:

All individuals and families who make a planned gift to **(Parish Name)** automatically become members of **(Parish Name)** Legacy Society, which recognizes those who have chosen to ensure **(Parish Name)** future.

Please contact **(Parish Contact Person)** at **(phone number/ email)** for more information on a variety of planned gift opportunities.

## SAMPLE SEARCH LETTER

DATE

NAME

ADDRESS

CITY/STATE/ZIP

Dear NAME,

I am writing to tell you about the **(Parish Name)** Legacy Society. It was formed in **XXXX** (or “is being formed this year”) to honor individuals who have made a planned gift, such as a will bequest, life insurance policy or charitable trust, to **(Parish Name)**. Individuals who make a planned gift to **(Parish Name)** are helping to create an endowment fund which will be a lasting legacy for restoration, repair and maintenance (or whatever the purpose of the endowment fund) of our beautiful parish church.

If you have made a planned gift to **(Parish Name)**, I invite you to join the **(Parish Name)** Legacy Society today. Currently, the Legacy Society is made up of **XX** members (both living and deceased), who have made planned gifts to benefit our parish. I would be honored to include you in this esteemed group.

You can become part of the Legacy Society by completing the enclosed card and returning it in the envelope provided by **(Deadline for RSVPs)**.

I host an annual brunch to honor **(Parish Name)** Legacy Society members. This year’s brunch will be held on **(day, date, and time)** immediately following **XXXX** am Mass. All Legacy Society members will receive an invitation to brunch within the next few weeks.

If you have not yet included **(Parish Name)** in your planned giving but would like more information on how to do so, please call **(Staff or Volunteer contact at Parish)** at **(Phone number, or email)**.

Thank you for your continued support of **(Parish Name)**

Sincerely yours in Christ,

**Pastor’s Name (or Volunteer Leader’s Name)**

## SAMPLE SEARCH FLYER

### You are invited to join the *(Parish Name)* Legacy Society

Membership is open to anyone who has made a provision for a planned gift to the *(Parish Name)*.  
Planned gifts include, but are not limited to, Will bequests, life insurance policies or charitable trusts.

A will bequest or other planned gift to benefit *(Parish Name)* is truly an extraordinary gift.  
Please let us know you have made this wonderful gift by completing the form below and returning it to *(Parish Name)*.

If you have made such a provision, let us thank you for your generosity.  
All *(Parish Name)* Legacy Society members will be invited to brunch hosted by *(Pastor Name)*.

### Legacy Society Brunch *(Day, Date, Year)*

Invitations will be mailed to registered Legacy Society Members.

For more information please call *(Staff / Volunteer Contact)* at *(Phone number, email)*

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### *(Parish Name)* Legacy Society

☐ Yes, I want to register in the *(Parish Name)* Legacy Society.

I have made a provision for a will bequest or planned gift to *(Parish Name)*.

☐ No, I have not made a provision for a will bequest or planned gift to  
*(Parish Name)*, but I would like information about how to do so.

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Phone (     ) \_\_\_\_\_ Home Phone (     ) \_\_\_\_\_

Email \_\_\_\_\_

Please return this form to:

Legacy Society | *(Parish Name)* | *(Mailing Address with City, State, Zip)* | *(website)*

## SAMPLE WILL SURVEY LETTER

DATE

NAME

ADDRESS

CITY/STATE/ZIP

Dear FIRST NAMES,

One of the priorities at **(Parish Name)** is to ensure the long-term viability of our parish community. By focusing on the future, we can ensure that dynamic liturgies, enriching faith formation programs and critical pastoral ministries will be available to the next generation of parishioners.

To this end we are pleased to announce the creation of a new "Legacy Society" at **(Parish Name)**. The purpose of our Legacy Society is to encourage planned and estate gifts to one of our parish endowment funds. As these funds grow, they will provide an increasing source of annual income to our parish, school and related ministries.

Creating our new Legacy Society allows us the opportunity to acknowledge and recognize parishioners like **(individual or couple who agree to provide testimonial)** who have remembered **(Parish Name)** in their will and/or estate plans. Their commitment to the future of **(Parish Name)** is founded in their strong faith:

*"Our Catholic faith is the foundation of our lives and our gift will ensure that future generations will benefit from the quality faith formation ministries we and our children have experienced."*

*- Jim and Mary Klein*

As we establish our Legacy Society, we are asking parishioners to respond to the enclosed survey so that we are aware of parishioners who already have included **(Parish Name)** as a beneficiary in their estate plan, or who perhaps are intending to include the Church in their estate planning. **Please take a moment to complete and return the enclosed survey to the parish office by (date).**

You will be learning more about the Legacy Society next spring as we begin to formally introduce our planned giving and endowment ministry here at **(Parish Name)**. If you have any questions about the survey or Legacy Society, please contact **(Parish contact)** at **(phone number or email)**.

Blessings,

**(Pastor's Signature)**

Pastor

## SAMPLE WILL AND ESTATE PLAN SURVEY

There are many ways to express your stewardship of our parish, including a gift in your will or estate plan. Informing us of your intentions allows us to plan for the future and ensures that your gift will be used as you wish. Please complete this brief survey and return it in the enclosed envelope or drop it in the Sunday collection basket before **(date)**.

Thank you for taking the time to respond!

1. I/We have a will or estate plan. ☐ YES ☐ NO

2. I/We have included this parish in my/our will or estate plans. ☐ YES ☐ NO

2A. (If applicable) I/We have included the parish/school in my/our will or estate plan ☐ YES ☐ NO

If you answered yes to 2 or 2A, would you like to be recognized as a member of our Legacy Society?

☐ Yes, you may include my name in Legacy Society recognition materials.

Please note exactly how you'd like your name(s) to appear:

---

☐ No, I prefer to remain anonymous.

3. I would like to learn about gift planning opportunities to benefit our parish and/or school endowment fund.

Please contact me regarding:

- ☐ Naming the parish and/or school endowment as a beneficiary in my will or estate plan.
- ☐ Establishing a charitable gift annuity or charitable remainder trust to benefit our endowment.
- ☐ Donating stock or other appreciated property such as a home or share in a business to the endowment.
- ☐ Designating the endowment as a beneficiary of a life insurance policy or retirement assets.

4. ☐ I would like to learn about creating my/our own permanent endowment fund to benefit the parish and/or school forever.

5. ☐ I have not included the parish in my will or other estate plans and do not care to receive information at this time.

6. ☐ Please contact me regarding serving on a committee to engage other parishioners in charitable planned giving to benefit our parish. ☐ YES ☐ NO

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## SAMPLE LETTER OF INTENT FOR A FUTURE ESTATE GIFT

One of the common tools used in any planned giving program is a "Donor Letter of Intent for a Future Estate Gift." Some may call it a pledge form, and it is a simple document that is not legally binding but records the expressed written intent of the donor(s) at the time they are making the commitment to join your Legacy Society. The letter is designed to capture five essential pieces of information:

1. The formal indication of the donor(s) to include your Church in their Estate Plan.
2. The type of planned gift being donated (e.g. a simple bequest, a gift from a Retirement Account or Trust, Charitable gift annuity etc.).
3. Where the donor(s) would like to have the money spent in support of the Church (i.e. the specific endowment fund(s) they want to support.
4. The approximate amount or value of the gift if known.
5. The donor(s) permission to publicly list their names (i.e. recognize them for their commitment to join your Legacy Society) or if they wish to remain anonymous.

Having this information on file is essential for managing and tracking your Planned Giving/ Endowment program. Among other things, this information will allow you to follow-up with family members of the donor(s) upon their death (i.e. to secure the gift from their estate) as well as give you a rough idea of how much money you can expect to receive from planned/estate gift donors who have joined your Society (commonly referred to as 'planned gift expectancies').

## SAMPLE LETTER OF INTENT FOR A FUTURE ESTATE GIFT

Following is a sample format for you to use and customize for your parish:

As evidence of my/our desire to provide a legacy of support to *(Parish Name)*.

I/we hereby inform you that I/we have made a provision for a gift in my/our estate plans. I/we understand that this commitment is revocable and can be modified by me/us at any time.

It is my/our intent to leave a legacy gift to *(Parish Name)* through my/our:

- ☐ Will   ☐ Living Trust   ☐ Retirement Plan Assets  
☐ Charitable Remainder Trust   ☐ Life Insurance Policy   ☐ Other

My/our gift is restricted in support of (Examples):

\_\_\_\_\_ Parish School Endowment Fund: to ensure quality education for future generations

\_\_\_\_\_ Perpetual Care Cemetery Fund: to ensure a final resting place for future generations

I/we wish to inform you for long-term purposes only that, as of this date, the value of my/our gift is \$\_\_\_\_\_.<sup>\*</sup>  
*(If your gift is a percentage of your estate, please indicate the approximate value of that percentage.)* I/we understand that, by stating an amount, my/our estate is not legally bound by this statement and I/we may choose to add, subtract, or revoke this bequest at any time, at my/our sole discretion. *(Parish Name)* kindly requests notification any time you make changes or adjustments to your gift.

I agree to have my/our name(s) published on lists of legacy donors as a motivation for others to leave a future gift to benefit *(Parish Name)*. *(Note: The amount of your gift is not published and remains confidential)*

List your name(s) as you would like it (them) in print.

- 
- ☐ Please list my/our names internally only (No outside publication)  
☐ Do not list my/our names either internally/externally (Anonymous gift)

Donor Signature \_\_\_\_\_ Date \_\_\_\_\_

Donor Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## APPENDIX – YEARLONG STEWARDSHIP EDUCATION

### SERVICES OF THE OFFICE OF DEVELOPMENT AND STEWARDSHIP

#### PARISH STEWARDSHIP SERVICES

Grow stewardship as a way of life in our homes, our parishes and throughout our local Church. Essential to this vision will be the encouragement and formation of our clergy and laity in practicing and teaching stewardship as a way of fulfilling one's ministry. Services include: Parish Stewardship Resource (Tool Kit), Regional Parish Stewardship Workshops, Archdiocesan Stewardship Conference and Deanery/Parish Consultation.

#### MISSION ADVANCEMENT TRAINING FOR PARISHES AND SCHOOLS

Teach “best practices in mission advancement” to our parish/school leadership. Services include: Regional Workshops, Deanery/Parish Consultation and Parish and School Resource (Tool Kit) for best practices in mission advancement.

#### PLANNED GIVING SUPPORT

Planned gifts and endowments are wonderful opportunities to be stewards of the Church for future generations. Partnering with the Catholic Community Foundation, we are inviting Catholics to support the church ministries most important to them through a planned gift.

#### PARISH CAPITAL CAMPAIGN SUPPORT

Assist parish leadership in following the right steps in preparing for and executing a successful parish capital campaign, including: archdiocesan approval, consultant selection, study and campaign counsel.

#### NATIONAL AND ARCHDIOCESAN COLLECTIONS

#### ARCHDIOCESAN CAMPAIGN INITIATIVES – INCLUDING THE CATHOLIC SERVICES APPEAL



## ELECTRONIC OFFERTORY PROGRAM

A hallmark of stewardship is that a family's giving decision is a prayerful, planned response to God's generosity. By inviting a family to budget their giving to their parish as they do other major household financial commitments, Electronic Offertory supports this principle of stewardship.

Research shows that in today's highly mobile society, regular Mass goers are away from their home parish an average of 17 times a year. (Source: "Why Catholics Don't Give... And What Can be Done About It" by Dr. Charles Zech). Electronic Offertory ensures contributions are received even when such absences occur.

Electronic Offertory is a safe, secure and efficient process whereby parishioner donations are collected directly from their bank (checking or savings) accounts; or credit card account by a secure third-party provider and deposited into your parish account. Electronic Offertory ensures the parish a stabilized giving pattern, increased levels of giving and convenience for today's busy households.

We understand the importance of continuing the personal, spiritual, ritual, and heart-felt aspect of giving; but are also sensitive to providing a convenient and secure means for parishioners to give.

If you are interested in implementing an Electronic Offertory Program in your parish and would like more information on a recommended vendor, contact the Office of Development and Stewardship, 651.290.1610; or contact:

**Jan Jasmin**

Vice President Sales

**Vanco Services, LLC**

12600 Whitewater Drive

Minnetonka, MN 55343

952.983.8678

email: [jjasmin@vancoservices.com](mailto:jjasmin@vancoservices.com)

[www.ElectronicDonations.com](http://www.ElectronicDonations.com)

## ACCEPT ONLINE DONATIONS, PLEDGES AND MORE

If your parish is interested in implementing a secure online method for accepting donations, pledges and more, Vanco Services offers a very nice service. The online giving service from Vanco is an excellent addition to any stewardship program and can be used for a variety of different parish needs, including:

### Recurring & one-time donations

Accept both one-time and recurring donations on the parish website. Parishioners have the option to manage their own giving schedules and view personal online giving histories.

### Online pledges

Capture both pledges and payments on your website. Parishioners can choose to pledge and set up payment(s) at the same time or, if they wish, they can pledge now and pay later. Streamline fundraising efforts by introducing an electronic pledge option in conjunction with your next big campaign.

### Mobile donations

Tap into two major trends – online giving and mobile communications. Parishes utilizing Vanco's online giving service can activate a secure, smart phone-friendly version of their online donation page at no additional charge.

### Online registrations & tuition

Accept online registrations for camps, events, educational programs and more. To keep it simple, you may want to consider an additional Vanco-hosted webpage for these activities that is separate from the donation page.

## TIPS FOR IMPLEMENTING AN ONLINE GIVING PAGE

Two churches, similar in almost every way, can experience substantially different results with their online giving pages. The difference is in promotion and execution. Below are seven ways to make your online giving program a winner. Many of these promotion tactics can be easily implemented by your church webmaster:

### 1. Location. Location. Location.

Prominently feature a link on your home page to your donation page. Use a “Donate Now” button, a text link or, better yet, both! Donations are critically important and the link to your donation page should be placed in a position of corresponding importance. **Don’t make members work hard to find the link to your donation page.** Place the link where it will be visible without scrolling down the page. Online donors are looking for a straightforward contribution process so navigation from the home page to the giving page should take one click – two at most.

### 2. Offer multiple online links to your donation page.

Provide links to your donation page from several locations throughout the church website. Ideally, a tab or link labeled “Electronic Giving,” “E-Giving,” “Contribute” or “Donate” will be a standard item in a fixed location on every page of your website. Insert a “Click here to donate” link within the text of all appeals and place a “Donate Now” button in all appropriate locations.

### 3. Adopt a more direct tone.

For the majority of parish leaders, personally asking for funds is never easy—especially for things like operating expenses which lack the emotional tug of most charitable appeals. Fortunately, in an online environment, one can be far more direct when asking for financial support. In addition, a well-crafted financial appeal can be working at all times on the parish website allowing visitors to immediately respond with a donation at any hour of the day or night.

### 4. Place a donation link at the beginning of your appeal.

Too often parishes go into great detail describing a special need and then bury a tiny “click here to donate” link near the very end. Flip this arrangement on its head and place a link to the donation page right at the beginning of any appeal.

### 5. Offer multiple online donation methods.

Just as businesses offer consumers different payment options, offer your parishioners different online payment options as well. Electronic Funds Transfer (EFT), credit card and debit card are the three most popular ways to donate online. Each method can be used for both one-time and recurring donations.

### 6. Direct donors to your site with multiple marketing methods.

Promote your website and donation page at every opportunity. The parish web address should appear in all print communications and the availability of an online giving option should be mentioned in all financial appeals.

### 7. Encourage recurring donations.

For some parishioners, missing Sunday Mass often means missing a contribution. Help members stay on track with their pledges by directing them to the parish's online giving page, where they can set up recurring donation plans.

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## LIVING YOUR STRENGTHS

Living Your Strengths ministry materials, developed by Gallup, can be utilized within a parish community to assist members in discerning their unique, God-given gifts and determine how they are called to best share those gifts as stewards. Living Your Strengths resources include a book with an on-line assessment providing participants with their top five signature themes, out of 34 themes, that Gallup has identified. In a small group or in a one-on-one format, a facilitator works with participants to help each discern how they can identify and develop their strengths, and use their unique strengths to answer God's call in their personal relationships, career/school, as well as in their faith journey. The StrengthsFinder Assessment tool is found in the Living Your Strengths book as well as in the secular StrengthsFinder 2.0 book used by companies worldwide to develop staff and teams. The same assessment tool is also found in the StrengthsQuest program which is focused towards high school and college students and can be used within a Confirmation program. Other titles in Gallup's strengths series which can be formational in increasing engagement are Strengths Based Leadership and Growing an Engaged Church.

## LIVING YOUR STRENGTHS RESOURCE LISTING

### Gallup Faith:

- <http://www.gallup.com/consulting/faith/101770/Gallup-Faith.aspx>
- Minneapolis/St. Paul Gallup Faith Consultant:  
Alana Draus, [Alana\\_draus@gallup.com](mailto:Alana_draus@gallup.com)

### Order Gallup Materials:

- <http://www.shop.gallup.com/index.php/faith.html>

### Gallup-Faith-Resources

- <http://www.gallup.com/strategicconsulting/en-us/faith.aspx>

Upcoming training online and in person, articles on engagement, information on the ME25, Gallup's tool on Member Engagement, etc.

### How to Start a Living Your Strengths Program in Your Parish:

- Affirm that Pastor, staff and lay leadership are all on board.
- Find interested lay leaders who have taken the StrengthsFinder Assessment on their own or in their workplace to assist your team in bring LYS to the parish.
- Many local corporations use the secular version, StrengthsFinder 2.0 for staff/team development purposes.
- There may be some members of your parish who are experienced in serving as Group Facilitators for your LYS program.
- Set Goals for implementation of a LYS in your parish.
- Who is your audience? (Adults, Confirmation Students, Members who are in job transition, engaged couples, new members, RCIA candidates, potential Lay Leadership members, etc.)
- This is not a program to generate new volunteers. (New ministries or activities may result, or people may determine that they want to share their gifts in a specific role within the parish, but the emphasis is on the individual journey). This is a program designed to help people recognize their greatest strengths and discern how they can use those strengths in the workplace, their homes, and in their faith journey to answer God's call as a steward.
- Research the types of training available and determine which means best fits your LYS goals.
- Check out Catholic Strengths and Engagement website for up to date resources  
<http://community.catholicstrengths-engagement.org>

- Start out with one small group to take the assessment and participate in a small group discussion.
- Evaluate the small group's experience and mold the program to fit your individual parish needs.
- Determine what type of facilitator training and program best fits your parish. Current training options are listed in the table below.
- Network with other parishes to develop a LYS program that fits best with your parish's identity.

## TRAINING OPTIONS

### Faith Strengths 101 Cost - \$250

Provides participants with a great basic understanding of strengths. Includes: Two 2-Hour webinars and access to a class discussion board. **Contact Gallup for upcoming classes and dates.**

Details: <http://www.gallup.com/consulting/faith/145604/Faith-Strengths-101.aspx>

### Strengths Discovery Cost - DVD \$14.95

As a companion to Living Your Strengths, The Strengths Discovery and Development program is a self-directed four session course for small groups. Through the instructional DVD, group discussion, and individual reflection, participants take a closer look at and gain a better understanding of their own "Signature Themes" of talent as identified by the Clifton StrengthsFinder.

Details: <http://www.gallup.com/consulting/faith/148334/Strengths-Discovery-Development-Program.aspx>

### Living Your Strengths Journey Cost - \$499.95

A seven-week program for small groups, the Living Your Strengths Journey Kit can be used as a staff-development tool or as a resource for weekend retreats. Participants in the Living Your Strengths Journey will discover their greatest talents and learn how to apply them in their lives both within and beyond the walls of the church.

**Kit includes: DVD, Leader guide, 12 textbooks, 12 journals (additional journals \$15.99 each)**

Details: <http://www.gallup.com/consulting/faith/148343/Living-Strengths-Journey-Kit.aspx>

### SBED 100: Introduction to Strengths-Based Education Cost - \$350

This online seminar prepares instructors, advisors, and counselors to use the StrengthsQuest program in the classroom or as part of student activities. Participants will also learn strategies for implementing StrengthsQuest with students.

<http://www.gallup.com/strategicconsulting/168743/sbed100-introduction-strengths-based-education.aspx>

### Faith Strength Advisor Cost - \$1,549 (previously known as Strengths Performance Coach Level 1)

Prepares participants to provide feedback and consultation to individuals about their top five themes as assessed by the Clifton StrengthsFinder. Strengths Advisor participants will learn strategies and tactics to help others discover and use their talents to meet personal goals and serve their faith communities.

2-day on-site course, offered multiple times/year in varying locations of the United States.

**Contact Gallup for upcoming classes and dates.**

## RESOURCES

### Catholic Strengths & Engagement Community

An online community providing discussion, resources, and best practices for Catholic Church staff and leaders working with strengths and engagement.

Details: <http://community.catholicstrengths-engagement.org/Home>

### The Generous Heart

Website for author and national speaker on strengths and engagement, Leisa Anslinger

[www.thegenerousheart.com](http://www.thegenerousheart.com)

## LOCAL PARISHES WITH LIVING YOUR STRENGTHS PROGRAMS

### All Saints Lakeville, MN

- Living Your Strengths classes
- Youth Strengths 4-week class

Mary Kay Bungert  
[mbungert@allsaintschurch.com](mailto:mbungert@allsaintschurch.com)

### Pax Christi Catholic Community Eden Prairie, MN

- Living Your Strengths classes
- StrengthsQuest program for Confirmation Students
- Seminars for parish leadership/staff on how to begin the strengths program

Mary Kennedy, Director of Stewardship  
[mkennedy@paxchristi.com](mailto:mkennedy@paxchristi.com)

## FURTHER READING – SUGGESTED RESOURCES FOR STEWARDSHIP EDUCATION

The documents of the Second Vatican Council - [www.vatican.va/archive/hist\\_councils/ii\\_vatican\\_council/](http://www.vatican.va/archive/hist_councils/ii_vatican_council/)

### United States Conference of Catholic Bishops

At [www.usccbpublishing.org](http://www.usccbpublishing.org) (Under Catalog: Leadership; Stewardship) (Publishing Services, USCCB, 3211 Fourth St. NE, Washington, DC 20017-1104) (1-800-235-8722)

- “Stewardship: A Disciple’s Response” (Bishops’ Pastoral Letter on Stewardship, available in both English and Spanish)
- “To be a Christian Steward” (Summary of Bishops’ Pastoral in pamphlet format)
- “Stewardship and Young Adults: An Invitation to Change the World” (Pamphlet geared to young adults in promoting stewardship)
- “Stewardship – A 3-D Way of Life: Not for Adults Only” (A videotape that explains and promotes stewardship among teens of your parish)
- “Stewardship – A 3-D Way of Life: Money Back Guarantee” (A videotape to explain and promote adult stewardship in the parish).

### Ave Maria Press

At [www.avemariapress.com](http://www.avemariapress.com) (800) 282-1865, ext. 1

- “Forming Generous Hearts: Stewardship planning for life long faith formation”, by Liesa Anslinger

### International Catholic Stewardship Council (ICSC)

At [www.catholicstewardship.org](http://www.catholicstewardship.org) (202-289-1093) (Materials are available in both English and Spanish)

- “Stewardship: Disciples’ Respond – A Practical Guide for Pastoral Leaders” (A manual for parish leaders for the purpose of promoting stewardship as a way of life)

- “Children’s Stewardship Manual” (A manual for parish and diocesan leaders who are interested in promoting stewardship for children)
- “Keeping Stewardship Alive: Proven Stewardship Ideas” (A manual and CD of creative and practical ideas submitted by parishes, dioceses, and individual contributors for the purposes of promoting stewardship beyond the first years)
- Matthew R. Paratore, Former Secretary General of the International Catholic Stewardship Council, has written a series of reflections on stewardship. They can be found on the ICSC website.
- “Sixty-Second Stewardship Sermons” (A resource book for pastors and deacons in preparing stewardship homilies. These short “sermons” on stewardship can also be used in newsletters and parish bulletins.)
- “Sustaining and Strengthening Stewardship” (A book by Jim Kelley with bulletin announcements, stewardship Scripture passages, and questions and answers on stewardship)
- “A Way of Life” (A booklet by Msgr. Joseph Champlin with four faith-sharing sessions on stewardship)

### Our Sunday Visitor

At [www.osv.com](http://www.osv.com) (1-800-348-2440)

### Liturgical Press

At [www.litpress.org](http://www.litpress.org) (keyword: stewardship)  
(1-800-858-5450)

- “Called to be Stewards: Bringing New Life to Catholic Parishes” (A book by Patrick McNamara with examples of bringing a stewardship approach to funding and ministry)
- “Creating a Stewardship Council” (A booklet detailing the development and formation of a stewardship committee)
- “Grateful Caretakers of God’s Many Gifts: A Parish Manual to Foster the Sharing of Time, Talent and Treasure” (A manual by Msgr. Joseph Champlin to help foster stewardship in the parish)
- “The Heart of Stewardship: Sacrificial Giving” (A video by Msgr. Joseph Champlin and Dutch & Barbara Schultz to promote stewardship as described in the Pastoral Letter)
- “Parish Stewardship Manual” (Step-by-step timetable with examples of letters, prayers, and bulletin announcements; packets with reflection guides, posters, and sample mailings are also available)
- “Sharing God’s Gifts” (A small educational reflection guide that explains the meaning of stewardship)
- “Why Catholics Don’t Give, And What Can be Done About It” (A book by Charles Zech, Chair of the Economics Department at Villanova University)
- “Best Practices in Parish Stewardship” (a book by Charles Zech, based on surveys of stewardship parishes across the country)
- “Grace in Action” (Newsletters that can be used as bulletin inserts with feature stories on stewardship)
- “Stewardship by the Book” (English and Spanish available in both CD ROM and Paperback, this book by Sharon Hueckel, has stewardship bulletin announcements that reflect the Sunday Scripture readings)
- “Living Catholic Stewardship: Joyful Generosity” (An informative reflection guide written by Sharon Hueckel on stewardship)
- “Living Catholic Stewardship: Discerning Your Gifts” (A reflection guide on discernment for discovering an individual’s gifts and talents by Lorene Hanley Duquin)
- “What the Church Teaches: Stewardship” (A concise reflection guide on the Church teachings about stewardship)

- “Taking Care of God’s Gifts: Stewardship A Way of Life (K-2)” (A coloring and activity book for children in grades K-2 by Laurie Whitfield and Robert Cammarata)
- “Taking Care of God’s Gifts: Stewardship A Way of Life (3-5)” (A coloring and activity book for children in grades 3-5 by Laurie Whitfield and Robert Cammarata)
- “Catholic Stewardship: Sharing God’s Gifts” (An informative paperback booklet by Colleen Smith sure to motivate people to a better practice of stewardship)
- “Living Catholic Stewardship Conferences”, sponsored by Our Sunday Visitor; provide outstanding speakers and presentations on the various topics of stewardship. For more information go to: [www.osvenvelopes.com](http://www.osvenvelopes.com) (under Stewardship Products & Services; Conferences & Events)
- “7 Steps To Becoming Financially Free – A Catholic Guide to Managing Money” (Book, CD and Workbook Materials)

#### **St. Catherine of Siena Institute**

At [www.siena.org](http://www.siena.org) (1-888-878-6789)

- “Called and Gifted”  
(A workshop facilitated by the St. Catherine of Siena Institute to help parishioners recognize their unique gifts and their response to God’s call)
- “Living Your Strengths” by Winsmen and Clifton
- “I Like Being In Parish Ministry” by Dan Conway

#### **Twenty-Third Publications**

At [www.twentythirdpublications.com](http://www.twentythirdpublications.com) (1-800-321-0411)

- “Why Catholics Don’t Give, And What Can be Done About It” (A book by Charles Zech, Chair of the Economics Department at Villanova University)
- “What Do I Own and What Owns Me?” (A book on the Spirituality of Stewardship written by Daniel Conway with a DVD of Archbishop Thomas Murphy and his reflections on the Pastoral Letter)

- “The Catholic Kid’s Guide to Stewardship” (A book on children’s stewardship written by Elizabeth M. Johnson)

#### **The Shared Ministry Association of the Archdiocese of St Paul and Minneapolis (SMA)**

SMA offers collegial support, shared resources, and theological reflection for its members and guests. Composed of individuals who work under a variety of job descriptions, who are paid or unpaid, and who are committed to promoting active participation of the faithful. The association has open educational meetings several times per year. They provide “tools or best practices” that emphasize stewardship from the perspective of gifts of time, interest, and skill.

To be placed on the meeting notification list contact Sally Carlson-Bancroft, Coordinator of Volunteer Support & New Member Welcome, Basilica of St. Mary  
[scarlson@mary.org](mailto:scarlson@mary.org)

#### **Directors of Church Volunteer Ministries (DCVM)**

An ecumenical network of directors of church volunteer systems. Meets four times a year and provides education and networking opportunities for those working in the profession or other interested persons. DCVM is one of the many professional networks under the state-wide umbrella organization Minnesota Association of Volunteer Administrations (MAVA). To join or find out more about the DCVM or MAVA, go to their websites: [www.dcv.org](http://www.dcv.org) or [www.mavanetwork.org](http://www.mavanetwork.org)

#### **Judy Urban**

Judy is an experienced practitioner; national trainer; consultant, and facilitator in the field of engaging parishioners in volunteer ministry/Shared Ministry. Judy offers training, mentoring or consulting in volunteer ministry systems and gifts-based ministry.  
[judyurbansm@netscape.net](mailto:judyurbansm@netscape.net) or 651-454-3834

### Called and Gifted Workshops

Catherine of Siena Institute offers Called and Gifted workshops to help parishioners recognize their unique gifts (charisms) and respond to God's call. [www.siena.org](http://www.siena.org) (1-888-878-6789). Local contact: Patrick Conley: [pconley@cathedralsaintpaul.org](mailto:pconley@cathedralsaintpaul.org) or 651-357-1340

- "Sharing the Ministry: A Practical Guide for Transforming Volunteers into Ministers" (A resource for helping parishioners recognize their unique gifts and their call into shared ministry by Jean Morris Trumbauer)
- "Created and Called" (A program by Jean Morris Trumbauer for helping churches develop and manage a comprehensive approach to gifts-based ministry)

### Parish Publishing

Office of Stewardship and Development (502-585-3291)

- "Stewardship" (A newsletter; available in both English and Spanish, published monthly to help stimulate a better understanding of true giving)

### Archdiocese of Louisville

Office of Stewardship and Development (502-585-3291)

- "Good Things are for Sharing: A Curriculum Guide in Stewardship for the Elementary School Level"
- "From the Heart: A Curriculum Guide in Stewardship for Middle and High School Levels"

### Resources for Children's Envelopes

Our Sunday Visitor: [www.osv.com](http://www.osv.com) (1-800-348-2440)

- Cathedral Corporation: [www.cathedralstewardship.com](http://www.cathedralstewardship.com) (1-800-698-0299)
- National Church Service, Inc. – The Envelope Service: [www.envelopeservice.com](http://www.envelopeservice.com) (1-800-627-9900)

### Resources for Parish programs, retreats and missions with a stewardship focus

- The Marian College Center for Catholic Stewardship offers programs, parish retreats and missions by Fr. Dan Mahan. [www.marian.edu/stewardship](http://www.marian.edu/stewardship)
- Partners in Stewardship for Life offers retreats, missions, evenings of reflection and workshops with Ed and April Laughlin, at [www.partnersinstewardship.com](http://www.partnersinstewardship.com)