



## **The Role of the Lay Witness**

One of the most effective means of presenting the Stewardship message is through the Stewardship lay witness talk. Parishioner testimonials send a strong message to the faithful about giving of oneself and one's treasures (time, talent and financial resources) in gratitude for what God has given them. People are motivated by hearing that Stewardship is working for other people with whom they can relate.

This talk is usually given after the homily by people who are already practicing Stewardship in their own lives. Think about identifying parishioners who are from various walks of life within the parish, i.e. young adults, retired, couples, singles. Consider a question and answer presentation between articulate older children or teens and the pastor. The talk has two purposes: to inspire people to become good stewards; and to share real life examples of how Stewardship is lived.

Identify and Select Parishioners as Lay Witnesses who:

1. truly understand, believe and live a life of Stewardship
2. relate well to other parishioners
3. feel comfortable sharing their faith experiences with a large group
4. are excited about their Catholic faith
5. are enthusiastic about sharing their time, talent and financial resources
6. have a personal story to tell about their Stewardship journey
7. understand Stewardship is not just the call to share our gifts with the parish, but with our families, friends, communities, Archdiocese and global Church



## Resources: *Lay Witness*

### **Sample Outline for Composing Lay Witness Talk**

1. Introduce Yourself – People want to know who is talking to them. Give a description of your family, the number of years in the parish, etc.
2. Properly Define Christian Stewardship – It is a response we make in gratitude to God for what has been given to us. It is an intentional, planned, proportionate giving of our time, talent and treasure.
3. Discuss How You Began Practicing Stewardship – When did you first become aware of the concept? What did you think when you first heard about it? Did you have reservations? Be honest about your first reactions. People will relate to any feelings of “discomfort.” How did your family react to the idea? Was the initial “plunge” difficult? How did you go about it? What motivated you to make a change in the way you were living?
4. When Did You Begin To Experience The Benefits? - Speak of the effect that Stewardship has had on your faith life. Use anecdotes from your own family life if possible. How do you and your family give of your time and talent?
5. Urge Your Fellow Parishioners To Get Involved - Invite the parish community to join you and your family in making their parish a Stewardship parish. Ask them to look at all that God has given to them and make a generous response to God’s many gifts.

### **Tips for Presenting Your Stewardship Journey**

An important part of people’s acceptance of the concept of Stewardship is the personal witness and individual testimony you provide with your presence and the way you give your talk. The following are tips you should consider in preparing your comments:

1. Pray. Spend time talking to and listening to God. Reflect on the many blessings you have received. Think about where you are on your personal Stewardship journey and how you arrived there. Allow the Holy Spirit to guide your words as you begin to prepare to share your journey.



## Resources: Lay Witness

2. Prepare your personal remarks so you are comfortable with them. Use your own style, wording and delivery. Write out your talk word for word. Then, if you feel comfortable with the approach, use notes or key words to guide you through your presentation so that it is more natural.
3. For you to give a good presentation, it is best to rehearse your talk aloud. If you just practice reading it silently, you won't have the same effect. If it is possible, practice it in the church when no one is there, using the sound system. Be comfortable enough with your material so that you can look up from your notes and make eye contact. In a large church, remember to turn to the sides occasionally to include everyone.
4. Nervousness can make your throat dry. If you think this may happen, have a glass of water in an unobtrusive place...and use it if you need it.
5. Above all, be sincere, enthusiastic and friendly. Graciously respond to any feedback that is offered.

### **Some Do's and Don'ts**

**DO** (if time permits and any of these fit into your talk)

1. Explain that Stewardship means giving of the "first fruits," not what is left over.
2. Talk about the need each of us has to give back in gratitude.
3. Share your struggles with Stewardship as well as your triumphs. People will appreciate your honesty and be more open to your message if they can identify with you.
4. Emphasize the sense of peace that comes when we put God first.
5. Emphasize that it is important to give all three: Time, Talent and Treasure.
6. Explain that Stewardship touches every area of our lives. It's about how we share with our family, friends, workplace, and community as well as our parish and Archdiocese.



## Resources: Lay Witness

### **DON'T**

1. Talk in “bargaining” terms (“I gave this and God gave me this in return.”)
2. Stress church needs or budgets.
3. Talk in dollar or time amounts: “If everyone could give \$10 a week,” or “We need \$2 more a week from everyone,” or “You need to give your fair share.”
4. Use threats of possible consequences stemming from the failure to give: “We won’t be able to heat or air condition the church,” or “We’ll have to close the school.”
5. Suggest that Stewardship is mandatory or an obligation.

*The most important goal of living a life based on the principles of Stewardship is a deepening of faith – a real spiritual conversion. Sharing your spiritual journey with other members of your church is a unique gift and a true statement of your commitment to Stewardship.*

*Thank you for showing your gratitude by this sharing.*

## **Beginning and Ending**

### **Beginning**

Many find that the hardest part of a talk is getting started and winding up. To open your Stewardship talk simply introduce yourself: “Good morning / evening. I’m Jane Doe and this is my husband John and our two children, John and Mary. We have been parishioners here at (name of parish) for XXX number of years. We’d like to share with you what Stewardship means to our family and how it has affected our lives.”

### **Ending**

The following is an example of a closing paragraph: “As we continue with our liturgy this morning/evening and our gifts are brought forward to the table, let us reflect on all that God has given us and ask ourselves how we have been using those gifts. Is our gift of treasure a measure of the gratitude we have for what we have been given? How do we use our time and talent to serve others in our family, community, workplace and Church? Let us remember that the God who takes care of the lilies of the field and the birds of the air will likewise take care of each of us.”



## Resources: *Lay Witness*

### **Sharing Your Story**

Answer some questions about your personal Stewardship experience, whether newly begun or longstanding:

- What was my first remembered experience of Stewardship?
- What was my initial reaction to the concept?
- Why did I accept Stewardship as a way of life?
- Has Stewardship made a difference in my life?
- How have I shared my time, talent and treasure?
- What have been the benefits of Stewardship in my life?
- Is there any way we can give people good news about money? (for treasure witness)

## **Constructing Your Presentation**

1. The presentation should be 6-8 minutes long, clear and concise.
2. Make sure you know which Stewardship approach you are asked to convey. Does the pastor want you to make specific mention of intention cards or other items?
3. Tell a story about your Stewardship journey. Remember: people love to hear stories about other people! This should be the bulk of your presentation because your story can help others to make changes and that's why we do this!
  - a) What happened in your life to cause you to make changes in the sharing of your blessings? Your telling of this story can help others to consider changes in their lives.
  - b) You may want to talk about your own growth as a giver, the challenges it presented and the benefits and blessings that resulted.
4. Read the scriptures for the day you are speaking and refer to them if possible. You can include some comments from the Bishops' Pastoral Letter on Stewardship, but be careful to avoid "over-quoting" to your audience.



## Resources: *Lay Witness*

5. Explain briefly what Stewardship is, noting that it is more than sharing the gift of treasure. Explain it is the sharing of the first fruits of all of our blessings coupled with trust in God to provide for our own needs.
6. Avoid using numbers and statistics as “guilt trips.”
7. Ask them, point blank, to pray about and consider becoming better stewards of their blessings.
8. Thank the pastor and parish community for the opportunity to speak and thank the parishioners for their past generosity and support.
9. Provide the pastor with a copy of your presentation in advance.

## **A Checklist of Reminders for Stewardship Speakers**

1. Plan to arrive at least 15 minutes before the scheduled Mass time.
2. Identify yourself to the celebrant before the liturgy begins. Be sure to confirm any logistics such as:
  - a) Where you will be speaking from (some churches have more than one pulpit)?
  - b) Find out where to sit – near the altar, in a front pew, on the altar?
  - c) Will you be processing in with the celebrant, altar servers, etc.?
3. Speak slowly, loudly and clearly. Your message is useless if people cannot understand.
4. Be brief and be prepared: no more than 6-8 minutes.
5. It is far more important to believe what you are saying than to be eloquent.
6. Dress appropriately.
7. Be prepared to greet people after Mass at the back of the church. This is an opportunity to chat informally with parishioners who may want to meet you.



## Children and Youth as Lay Witnesses

Just as the adult lay witness testimony is one of the most effective means of presenting the Stewardship message, a well-done lay witness presentation by children and youth of the parish can also be very effective. This testimony does not only need to be geared toward other children and youth; it can be very inspiring to adults in the parish, as well. The goal is to inspire others to give freely and joyfully of their gifts. Hearing how a young person in the parish already lives Stewardship can have a profound effect.

### **Tips in choosing a young person as a Lay Witness:**

- Invite a young person who is already practicing Stewardship in the parish. Those who are altar servers, lectors, greeters, involved in helping others, often show an understanding of Stewardship in their lives.
- They should be someone who attends Mass every week with their family. Often the entire family is involved in Stewardship in both in their parish and community.
- Invite a young person who is mature, articulate and somewhat at ease in front of large groups.

### **Consider a Question and Answer dialogue:**

- The lay witness should be introduced along with information on his or her family.
- Using a dialogue format, interview the lay witness with regard to his or her practice of Stewardship. Ask them to explain what Stewardship means to them and to share real life experiences that relate to Stewardship.
- The young person should be given a copy of the questions and plenty of time to prepare their answers from their own experiences. The pastor should meet with the lay witness to review their responses and to rehearse.
- The pastor will help guide and direct the lay witness testimony. In this way, the young person will not have to worry about what to say next. He or she can speak from the heart in a relaxed and comfortable manner.



## Resources: *Lay Witness*

- At the end of the dialogue, if this is not coupled with an adult lay witness testimony, the pastor should thank the lay witness for sharing their thoughts and experiences with Stewardship and encourage EVERYONE to think about how they can share their own gifts of time, talent and financial resources in the service of God and one another.

### **Sample Questions for a Child and Youth Lay Witness Dialogue:**

- We have been educating the parish about Stewardship for many years. I know you have watched adults come up here and talk about Stewardship. What do you think Stewardship is about?
- What is it you love about your parish?
- If Stewardship is really all about thanking God for all the wonderful things God has given to us, what are some ways you use your time to thank God?
- We are reminded that all we have and all that we are is a gift from God. God gives everyone special talents – that’s just how God makes us – with special talents. What are some of those special talents God has given you?
- How do you use those talents here at the parish? In your family and neighborhood? In your school?
- When you share your gifts of time and talent, how does that make you feel?
- When we learn about Stewardship, we learn that our money (treasure) is one part of the many gifts God has given us. How can your treasure be given as a gift of gratitude for God’s many blessings?
- You seem to really enjoy living as a good steward of God’s many gifts. Do you have anything more you would like to say to the parish community?
- How would you encourage other children to get started in Stewardship?





## **Sample Stewardship of Treasure Commitment Cover Letter**

Dear Mary,

It is with a profound sense of awe that I say Thank You to You for your many expressions of stewardship this past year. I look at the Stewardship of Time (hours and hours really) involved in attending committee meetings, in being an acolyte, a lector, a communion distributor, an usher; the Stewardship of Time in planning and executing the walk-a-thon, the festival, the rummage sales, the auction, the golf outing, the parish clean up days, counting out scrip, the fish fries, the Brewer's games and now the Bradley center events, movie nights and the car raffle to name but a few. Not one of these events would happen without the Stewardship of Time of our parishioners.

As you know, this is the time of the year when we traditionally ask for your annual pledge of financial stewardship. This pledge enables the Parish to plan the programs that will be carried out in the following year. Fund raising gurus tell us that people need to know how their hard earned money will be spent, and the enclosed page gives but a brief sketch of some of those ways in this parish. (We could have a full page and then some for each ministry area.)

I ask you once again to look at all that God has given you and ask you what return you will pledge.

A financial pledge card and return envelope are enclosed. The backside of the card can be used to determine the percent of return you may wish to make. On the front side please indicate your financial pledge for 2001. Please help save us the cost of a second mailing by returning the card on or before November 30th in the envelope provided. **THANK YOU!**

Yours in Christ,

Reverend .....



## **Sample Stewardship of Treasure Insert You Are There**

*St. Mary Parish, Menomonee Falls*

- Did you know that we are one of only a handful of parishes that pay catechists for teaching our children in the religious education program? The parish moved to this a number of years ago as one way of assuring quality education for our children in this program. Thank you to you! We hope to continue this practice in the new budget year and to expand and enhance our Christian Formation program. Your \$\$\$ means that “you are there”:
  - Inviting, encouraging and applauding the efforts of our religious ed teachers;
  - Preparing our children for their First Communion;
  - Praying with our youth on their retreats;
  - Preparing our youth for the sacrament of Confirmation;
  - Celebrating the sacraments with our youth and children.
  
- In the current year, we made the leap to pay faculty at 75% of the Menomonee Falls Public School wage scale. In prior years, we averaged 72% of the MFPS scale. That meant that some teachers were paid well in excess of this average, while others were painfully below it. This year, however, each teacher is at a minimum of 75%. Thank you to you! In the coming budget year, we hope to move to 76% of MFPS. Your \$\$\$ means that “you are there” in the classrooms:
  - Assuring a competent teacher in every classroom;
  - Providing chalk and erasers, pens and pencils, text books and paper;
  - Serving the hot lunch meals to our children;
  - Teaching our children to read, to sing new songs, to create new poems;
  - Looking over their shoulders as they practice their computer skills;
  - Moving the paint brush to make that project an artistic masterpiece;
  - Keeping a safe building for all.



## *Resources: Stewardship of Treasure*

- Your financial stewardship this year has enabled us to make 166 visits to parishioners in the hospital between January 1st and September 30th. Also within that period of time we were able to visit 215 sick and/or elderly in their homes. Thank you to you! In addition to this, countless numbers of parishioners make communion calls to the sick and homebound. Your \$\$\$ means that “you are there” visiting the sick, the elderly, the dying – holding their hands and praying with them.
  
- Your financial stewardship enables us to purchase thousands of hosts and gallons of wine for communion; candles and flowers to decorate the Church; palms for Palm Sunday; charcoal and incense and missalettes. Thank you to you! Your \$\$\$ means that “you are there”:
  - Rehearsing with the choir and leaders of song;
  - Singing for funerals and comforting the bereaved;
  - Playing the organ for weddings;
  - Training our acolytes; Preparing our readers;
  - Meeting with engaged couples to plan their wedding Mass;
  - Decorating the Church for special liturgical seasons.
  
- One of the ministries that remain hidden (unless something goes wrong) is the ministry of building & grounds. Those among us who are homeowners realize what a huge cash investment it is to own property. We all know how vital it is that our parish property be safe, cared for, and welcoming. Thank you to you! Your \$\$\$ means that “you are there”:
  - Lighting our church, classrooms, gym and offices;
  - Cleaning the classrooms every night;
  - Raking leaves; cleaning gutters;
  - Shoveling snow; mowing the lawn;
  - Heating our buildings in winter; air conditioning them in summer;
  - Throwing out garbage; picking up after . . . ;
  - Setting up chairs for a meeting; then setting them up for the next one;
  - Washing and waxing floors; painting walls; cleaning windows;



## *Resources: Stewardship of Treasure*

- Repairing the plumbing;
  - Hiring contractors to repair or replace roofs; to build the Johnson chair lift; to install air conditioning; to do remodeling.
- Father and all of us in the office also want to say Thank you to you! Your \$\$\$ means that “you are there”:
- Celebrating daily Eucharist;
  - Meeting with the bereaved to plan the funeral Mass;
  - Preparing parents for the Sacrament of Baptism for their children;
  - Answering the phone and the doorbell;
  - Preparing the weekly bulletin and the monthly “Peals”;
  - Updating records (change of address records; sacramental records)
  - Registering new parishioners;
  - Coordinating rooms for meetings;
  - Paying bills; preparing employee paychecks;
  - Making thousands of copies of notes, minutes, mailings, records;
  - Keeping our insurance coverages up-to-date.

**Thank You Too You!**



# A Taste of St. Robert

*St. Robert Parish – Shorewood, WI*

### Concept:

Determine a creative way to invite parish members, new and old, to volunteer for parish activities. The response, conceived of in the parish stewardship committee, was to go beyond the traditional ‘time and talent’ approach of mailing and a few witness talks.

We committed to an idea that to effectively recruit new blood, people needed to first be invited to do so. We are inundated with written invitations so the best way we felt was to engage people face to face. Deciding that free food always draws people, and also believing that a ‘ministry fair’ might lack the appeal we wanted to convey, we set out to create a new event.

### What We Did:

- Essentially **two people from the stewardship committee** agreed to run with the idea. They enlisted the support of a few others from the community who took responsibility for various aspects of the event.
- We invited all parishioners to the event which was held in **mid-April**, two weeks after Easter.
- **Invitations** were in the form of bulletin stuffers inserted for 5-6 consecutive weeks. It was also promoted through other newsletters in the school and parish and from the pulpit, etc.
- It was held on a **Friday evening** in the school gym, our largest space available for such a gathering. Several hundred people attended.
- **Each committee/ministry** of the parish was invited to staff a booth with information about their ministry. Several dozen responded. In addition to information, the volunteer was available to answer any questions, talk about the focus of the committee or ministry, or comment on time commitment.
- A sign up sheet was available to enlist new volunteers immediately. We received **100 new volunteers** that evening.



## Resources

- **Food and drinks** were provided. Using connections and relationships established through our parish fair, all of the food was donated. I believe beverages (beer, wine, and soda) may have been donated as well.
- **Children's activities:** we had our multi-purpose room in the school set up for the kids. We had a DJ. We had older students and some adults assigned in the room.
- There was **no real formal program**. People knew why they were there.

### Comment:

The event, in some ways, was very much a **'thank you'** event for those who came who have participated over the years. The Pastor's support was very important. He was totally behind it, trusted the people running it, and therefore did not have any probably with the unbudgeted \$5-600 that was spent.

Questions about this event and its planning can be directed to Mike Brauer (414) 967-1170 or to Taegan Grunwald @ 332-1164.



# Stewardship

## A Series of Bulletin Columns

*Rev. Michael A. Ignaszak ■ St. Helen Parish, Milwaukee*

*Fall 2000*

### **Stewardship Part I**

*August 27th, 2000*

Stewardship is a word that we hear more and more often in the Church these days. Some people think automatically of the diocesan appeal when they hear the word. Others think of our annual pledge drive at the parish. Still others wonder why the Catholic Church is using a word that they usually thought of as a Protestant word. Stewardship is more than a word. It is a way of life. It is a way of life that is deeply rooted in the Scriptures and in our Catholic tradition. While I am on sabbatical there will be a series of bulletin columns reflecting on Stewardship. It is my hope that we at St. Helen's can deepen our understanding of this aspect of our response to God. Perhaps we can begin to see stewardship as a way of life rather than just a word.

### **Stewardship Part II: the Word**

The word "steward" from which "Stewardship" is derived can be traced back to the Old English words, "Sty Warden." The word "sty" meant the whole farm or estate. Today we still use this word, but only to refer to the place where pigs are kept. It originally meant the whole farm, the place where you stayed, hence "the sty." The word "warden" still maintains its meaning when we talk of a game warden. The warden was the protector, the guardian and the proxy. A warden was left in charge of the owner's property when they were away for a long trip. It was understood that the warden was in charge and they were to treat the property as if it were their own. They would enjoy its benefits and eat its crops but they were also responsible to maintain the property and all its hands. In many ways it was theirs to use but not theirs to own. They would have to return the property to the owner upon his return. The most trusted warden of the sty, the steward, was almost a part of the family, a caretaker and trusted friend, but still a servant. It is this notion of Stewardship that is at the heart of our response to God.



God gives us gifts throughout our life. In many ways they are not our own. Even our family, parents and children are entrusted to us, but do not belong to us. Our money, our homes, our skills and knowledge are really only on loan to us. Someday we will return them to God. It is up to us to be good stewards, to care for these gifts after having used them well and to preserve them for the next generation. Stewardship teaches us that we are only here temporarily. All of God's blessings, given in love, also come with the responsibility to use and care for those gifts, wisely. Throughout our lives, and eventually in death, we will make our return to God.

### **Stewardship Part III: Ecology**

Stewardship is a word we most often associate with "Churchy" things and "Ecology" is a word we often think of in relationship to political debates, science class and Public Television specials. Yet, the two words are related quite closely. Part of the notion of Stewardship discussed in Part I of this series spoke about care for the next generation.

If we see everything as a gift from God that is given to us on loan, then we must care for this gift so it can be passed on in good condition. Obviously caring for the earth and its resources (ecology) flows from being a good steward. This same logic applies when we look at our parish, its school, its programs and its resources as gifts from God. Most of us today did not build this parish; we inherited it from our parents. Even our founding members did not build this parish alone. Many generations have built upon the work of their predecessors. Stewardship teaches us that we have been given a gift in this community and we need to not only use that gift but to care for it so that the next generation of our parish will benefit from what we leave behind.

### **Stewardship Part IV: Beyond Our Walls**

Beyond the boundaries of our parish, Stewardship teaches us that we are responsible for the whole Church, not just our parish or diocese. That is why our parish Stewardship program and the annual Archdiocesan Stewardship Appeal use the same word. They are both part of the same reality – caring for the Church throughout the world that has been entrusted to us.

In today's culture we have learned to see time in very small pieces. Drive-through





convenience, technological advances and new ideas of customer service have all taught us to expect things quickly. Rarely do we have to wait more than a day for anything. In centuries past, time was seen in much bigger blocks. Most people never saw a clock much less one with a quartz-accurate second hand. This larger concept of time affected how people saw their world and their role within it. Many projects, especially something like a great Gothic cathedral, were only accomplished through several lifetimes. Those who started the project never saw its completion. Those who prayed within a Cathedral's walls rarely had been there when the cornerstone was laid. Yet everyone pitched in to make these monuments to God a reality. The Cathedral reminded each generation that they were part of a larger whole. That Church of which they were a part spanned many places and many times. Often people would labor on a Cathedral with only the notion that they were part of a purpose beyond themselves. This is Stewardship at its best.

### **Stewardship Part V: The Scriptures and Stewardship**

Stewardship is first found in the Scriptures in the Old Testament when it describes the ancient practice of a tithe. Even in the story of Cain and Abel we see both of them making offerings to God out of their harvest. The difference between their gifts was that Abel offered the first and the best of his harvest, while Cain's offering was not his best and not the first fruits of his flock. Often, for Christian Denominations that have a more elaborated understanding of tithing, the biblical tithe is referred to 10% or 5% of one income. This can seem overwhelming to us within the Catholic Church. These figures can however act as a goal. The most important part of the notion of tithing is not whether it is 1%, 2%, 5% or 10%. What matters the most is the idea of deciding ahead of time the first fruits of our labors will be dedicated to the Lord. Tithing is both an expression of gratitude to God for what he has given us and a statement of dependence. By tithing we are saying to God that we recognize that all we have depends on his gracious love. When we make this commitment to ourselves we are saying that God comes first. Before the gas bill, before the rent, before any of the other obligations that dominate our lives, we say that God takes priority. We are also saying that we trust that if we put God first, then God will take care of us. I know a family that had made a commitment to tithe 5% of their income. Their Stewardship tithe was so important to them that the parents went out of the way to teach their children to depend on God. It happened



that in the process of building their dream home an unexpected unemployment left them in serious debt, yet they continued to tithe what little they had. When I visited them they shared that, even though there were some tough times, they had never gone hungry. Even though they had to adjust their plans and change their dreams, they were never in want for the basics of life. Just when another crisis threatened to pull them under, things always worked out for the good. This family taught me the kind of trust that is at the heart of Stewardship.

### **Stewardship Part VI: Tithing Continued**

In the New Testament Jesus told us the story of the widow's mite. Those with much were making large gifts to the temple, but they still lived in luxury and excess. Jesus observed a poor widow placing a small coin among the grand gifts. He acknowledged her gift as the greatest, since it came from her need not from her excess. She gave even beyond what she should have been able to afford. This is the kind of trust Stewardship demands of all of us. This kind of dependence is not easy, nor are we able to just decide to trust God so completely starting today. We grow towards this kind of trust. That is where the idea of setting a percentage comes in. Each year as we renew our commitments we should challenge ourselves as to whether we can do a little bit more. If we give 2%, perhaps we can give 3% or 4%.

This approach to Stewardship can be very freeing. Once I have decided what I am giving to the Church and to other charities, I can be free from the guilt and manipulation that so often occurs when we receive baskets of solicitations from a multitude of charities. Once I have set an amount for myself, I also decide on what kind of charities I will support for the year. One year I might favor the food pantries and hunger relief projects, another I might favor medical research charities. I try to decide ahead of time where I will give my tithe, always leaving the biggest portion for the Church. As begging letters arrive I save only those that fall into the categories I have decided to favor. Then once a month, when I begin to pay my bills, I first honor my tithe and then prioritize which charities will receive something that month. The rest of the appeals will wait until the next month. Personally I try to function this way, but it is not always easy. However, I have always found that when I honor my tithe it not only makes me feel good that I have shared God's gifts to me, but somehow my resources never run out.



## **Stewardship Part VII: Accountability**

Another Scripture story that refers to Stewardship is Jesus' parable about the king who gave his three servants ten talents, five talents and one talent. The point of the parable is not to compare God to this demanding and conniving king, but to show that if it makes earthly sense to use our gifts wisely, then it makes even more sense to use wisely the gifts we have been given from above. We are accountable for the way we use or misuse God's gifts to us. That is why you often hear Stewardship in our lives described as involving our time, talent and treasure. All of these are our gifts from God. They are not to be buried but to be used wisely, invested in our community and our world.

As in Part III of this series, when the connection between ecology and Stewardship was explored, there is a part of Stewardship that calls us to look at all of our lives as a gift. The time we have been given, the talents and abilities with which we are blessed and our share of the treasures of God's earth are entrusted to us. We are the stewards of this world. Beyond our notion of "giving" to charity, Stewardship calls us to work to make our investments of time and talents grow. Stewardship encompasses all of our life so that we may even talk about tithing our time. Can you imagine giving 10% of your time to God in prayer and service to others? This might seem unrealistic until we include caring for family in this 10%. Service to the community or to the Church, service to our family, earning a living to support our family then all become a part of our response of Stewardship. Work then is not just to earn the money; it is to care for the world and support the family and the Church. Stewardship becomes a way of looking at things, a way of life that shifts the focus of everything we do away from self-centered concerns to how each action of our day serves the Lord in gratitude. Stewardship is a way of living with things in proper perspective.

I hope this series of reflections on Stewardship has given you a chance to reflect more deeply on God's call to you to live as one of his stewards.

*Blessings,*

*Fr. Mike*

*Copies of this entire bulletin series are available from the St. Helen Parish office.*



## Parish Survey

A parish survey should be designed and distributed to every parish household. The survey inquires about parishioners' opinions regarding parish services and ministries.

The survey will serve to communicate to every parishioner that each is an important person in the parish because you are asking for their opinion. Also it will identify the needs of the parishioners and whether the parish ministries are meeting those needs. For example, if several elderly parishioners expressed a need for transportation to Mass on Sundays a ride-share ministry could be formed and volunteers sought during the Annual Stewardship Renewal.

## Sample Parish Survey

The purpose of this survey is to evaluate the effectiveness of our parish ministries in providing for the spiritual, educational and social needs of the parishioners.

**Directions: Please circle the letter that corresponds to your choice.**

Family Name:

Phone:

1. Please indicate the number of people in your household:

- a. A single man
- b. A single woman
- c. A married man
- d. A married woman
- e. Number of high school students
- f. Number of grade school students



## Resources

2. Age bracket(s) of each are:

- a. 0 to 5 years
- b. 6 to 13 years
- c. 14 to 18 years
- d. 18 to 25 years
- e. 26 to 39 years
- f. 40 to 49 years
- g. 50 to 59 years
- h. 60 years and over

3. Is your family registered in this parish?

- a. Yes
- b. No

4. If NO, are you registered in another parish in the Archdiocese?

- a. No
- b. Yes – Parish Name?

5. If Yes to #3, how long have you been a member of this parish?

- a. 0-2 years
- b. 3-5 years
- c. 6-10 years
- d. 11-20 years
- e. Over 20 years





# Resources

7. Which of the following are, or would be, most helpful to your prayer life? (circle as many as apply):

- a. Parish Mission Week (a week-long parish renewal)
- b. Perpetual Eucharistic Adoration
- c. Adult Education
- d. Spiritual Formation
- e. Bible Study
- f. Prayer Group
- g. Rosary
- h. Enhance Mass (How?)
- i. Other

8. Please rate how well you believe this parish is serving the needs of the following groups of parishioners: *(If any of these areas do not apply to you, or you cannot assess them adequately, please circle the NA-Not Applicable)*

	Excellent					Poor	
Preschool Children	5	4	3	2	1		NA
Suggested ways to improve:							
School Children (K-8)	5	4	3	2	1		NA
Suggested ways to improve:							
High School Students (9-12)	5	4	3	2	1		NA
Suggested ways to improve:							
Single Adults	5	4	3	2	1		NA
Suggested ways to improve:							



## Resources

Young Married Couples (no children) 5 4 3 2 1 NA

Suggested ways to improve:

Families 5 4 3 2 1 NA

Suggested ways to improve:

Single Parent Families 5 4 3 2 1 NA

Suggested ways to improve:

Ages 50 and Over 5 4 3 2 1 NA

Suggested ways to improve:

Senior Citizens (retired) 5 4 3 2 1 NA

Suggested ways to improve:

Persons with Disabilities 5 4 3 2 1 NA

Suggested ways to improve:

Non-Catholic Spouses 5 4 3 2 1 NA

Suggested ways to improve:

9. Would you be willing to volunteer for something that you may be qualified for yet do not have much experience in? \*\*You would receive training. (i.e. Lector, Usher or Religious Education Instructor).

a. Yes

b. No





## Resources

10. Which of the following best describes how you really feel about tithing (percentage-giving) of treasure?

- a. I follow the biblical concept of tithing by giving the “first fruits:” 10% of my gross income (8% to the parish and 2% to other charities).
- b. I follow the biblical concept of tithing by giving the “first fruits:” 10% of my gross income (5% to the parish and 5% to other charities).
- c. For me, tithing means giving a percentage of my gross income, but not 10%.
- d. I take care of my personal bills and then give to the parish from what is leftover.
- e. I make an occasional donation, but I do not give a percentage of my income.
- f. I do not believe in giving money to the Church or charity.
- g. Other

11. If you do not believe in the biblical concept of tithing, why not? (circle as many as apply):

- a. Giving money to the parish does not result in any direct benefit to my family or me.
- b. The money given to the parish is not spent well.
- c. There are too many other things my money goes for. If I were to give a percentage of my gross income, I would not be able to support my current lifestyle.
- d. Too much of the money contributed does not stay in this parish.
- e. This parish is relatively well-off. I prefer to give to more needy causes.
- f. Other

12. What is your perception of our current parish financial status?

- a. We are generating enough revenue to pay our operating bills, including facility upkeep, and to put money aside in savings to meet future parish needs.
- b. We are generating the revenue to pay our operating bills, including facility upkeep, but do not put money aside in savings for future parish needs.
- c. We are generating barely enough revenue to pay our operating bills.
- d. We are having difficulty paying our operating bills.



## Resources

13. How are you informed about the parish finances? (circle as many as apply):

- a. Weekly Bulletin
- b. Annual Financial Report
- c. Conversations with Other Parishioners
- d. Not At All
- e. Other

14. How would you describe your knowledge of Catholic doctrine and issues pertaining to the Catholic Faith?

- a. Knowledgeable
- b. Knowledgeable, but some additional education would be helpful
- c. Somewhat knowledgeable, but there are definitely issues that I need to learn more about
- d. Not very knowledgeable

15. Have you or would you attend any of the adult education sessions or bible study sessions?

- a. Yes
- b. No

16. If No, why not?

- a. I was not aware of them.
- b. None of the topics have been of interest of me. I would attend session(s) on the following topics:
- c. do not have time.
- d. They are held at times that do not fit into my schedule. The best time for me to attend is:
- e. I am not interested in attending adult education sessions.
- f. Other



# Resources

- 17. What do you like best about this parish?
- 18. What would you like to see added or changed to improve this parish?
- 19. How has the growth of the parish (or lack of) affected your own family?
- 20. We do not send our child(ren) to the parish school or Catholic high school because:
- 21. How do you feel you and your child(ren) are included in parish life?
- 22. What should be done to improve the parish school?
- 23. What improvement(s) do you think we need to make to our Religious Education Programs?
  - a. Strength of religious curriculum
  - b. Discipline
  - c. Atmosphere conducive to learning
  - d. Other

**Please complete this section only if you have children attending a Diocesan Catholic School(s)**

24. What is your most important reason for enrolling your child(ren) in the Catholic Schools?

Elementary

- a. Safe environment
- b. Academics
- c. Religious Education
- d. Other

High School

- a. Safe environment
- b. Academics
- c. Religious Education
- d. Other

25. What importance do you think your child's school places on religious instructions and activities? (circle your choice for each)

	High Priority	Low
Elementary	5 4 3 2 1	
High School	5 4 3 2 1	



# Resources

26. Realizing that religious and academic education are of primary concern, please rank the following additional areas according to the importance you think they should have at the elementary or high school level. (circle your choice for each)

<u>Elementary</u>	High Importance	Low
Sports/Physical Education	5 4 3 2 1	
Health and Substance Abuse Prevention	5 4 3 2 1	
Music and Art	5 4 3 2 1	
Computers and Technology	5 4 3 2 1	
Foreign Language	5 4 3 2 1	
Special Educational Services	5 4 3 2 1	

<u>High School</u>	High Importance	Low
Sports/Physical Education	5 4 3 2 1	
Health and Substance Abuse Prevention	5 4 3 2 1	
Music and Art	5 4 3 2 1	
Computers and Technology	5 4 3 2 1	
Foreign Language	5 4 3 2 1	
Special Educational Services	5 4 3 2 1	

**Thank you for completing this survey. This information will help the parish set priorities and goals for the future. Results of this survey will be available as soon as possible.**



# Archdiocese of Milwaukee Sample Position Description

**Position Title:** Director of Parish Stewardship/Parish Stewardship Director

**Supervisor:** Pastor

## **Primary Function of This Position:**

The Director of Parish Stewardship is responsible for the administration of \_\_\_\_\_ (parish's name) stewardship education and activities. As a resource to the Stewardship Committee, the Director creates opportunities and frame work to help parishioners understand that Stewardship is an expression of discipleship that calls us to share our gifts of time, talent and financial resources. The Director coordinates human and financial resources in a systematic way that meets the ministry needs of the parish.

## **Major Position Responsibilities:**

### **Oversees the Parish Stewardship Effort**

- Oversees the efforts of stewardship education in the parish, acting as liaison and resource to all ministries.
- Plans and executes the annual stewardship commitment/ recommitment process.
- Coordinates time and talent components of the parish stewardship effort.
- Sees to it that all time and talent offerings are recorded in a timely manner.
- Ensures that the chairs of ministries are notified of the parishioner's commitment to the ministry and proper contact and follow-up occurs.
- Seeks third source funding opportunities for parish.
- Coordinates financial stewardship component.
- Recruits and prepares individuals to share their personal testimonies about stewardship with parishioners.
- Develops a welcoming program for parishioners.



## *Resources*

- Sends letters of acknowledgement for pledges or gifts in a timely fashion.
- Prepares stewardship messages for the bulletin, websites or parish newsletter.
- Develop an annual pastoral report outlining the gifts shared within the parish.
- Initiates and implements Planned Giving component to annual stewardship efforts.
- Assists in the maintenance of the parish's financial stewardship records.
- Prepares thank-you notes, acknowledgement as needed.
- Promotes and understands the theological aspects of stewardship.

### **Acts as Resource to the Stewardship Committee, Parish Ministries, Parish Staff and Parish Members**

- Works closely with the Director of Administrative Services and Finance Committee.
- Attends all Stewardship Committee meetings.
- Collaborates with Parish Council, committees and staff in overall parish planning.
- Educates staff on the meaning of stewardship and their role in the process.
- Creates and makes available appropriate stewardship literature for the parish community.
- Works closely with the Director of Religious Education to promote stewardship educational opportunities for the children and youth of the parish.
- Using the time/talent commitments, guides members to the parish committees and ministries.
- Offers leadership and continuing education to committees on the integration of stewardship in their ministries.
- Attends Archdiocese educational offerings and maintains membership in the Archdiocese of Milwaukee Association of Parish Stewardship Professionals.
- Maintains membership in the International Catholic Stewardship Council and attends conferences when able.
- Coordinates the Archdiocesan Catholic Stewardship Appeal.
- Works closely with the Director of Liturgy to incorporate stewardship opportunities in the liturgies when appropriate.
- May act as a coordinator of various stewardship activities, including but not limited to: auctions, capital campaigns, endowment efforts, fundraising and other special projects.



## **Position Specifications/Requirements:**

### **Skills, Knowledge and/or Abilities (SKA'S):**

- public speaking skills
- possesses knowledge of Catholic Church and Catholic stewardship
- proficient in written and verbal communication
- ability to work collaboratively with people of diverse backgrounds
- ability to work independently
- possesses a sense of professionalism and confidentiality
- ability to maintain a flexible schedule
- knowledge of non-profit financial operations
- ability to lead and direct efforts of volunteers
- computer: MS Office and financial management software skills
- ability to direct, motivate and evaluate groups and individuals

### **Education, Training and/or Experience:**

Bachelor's degree in a related field required. Parish life or parish ministry experience preferred. Candidate must possess academic knowledge of the theology of stewardship. Computer literate in word processing and database management. Highly motivated individual with good interpersonal skills; emphasis in public speaking and preaching. Candidate must be practicing Catholic with ability to serve as model of Gospel values. Candidate must have demonstrated knowledge and leadership skills and theory in stewardship.

### **Responsibility for Quantifiable Measures:**

Local parish department budget

### **Working Environment:**

Local parish office. Ability to work some evenings and weekends.



# Harvesting the Gifts of Time, Talent & Treasure Stewardship Checklist

### 1) Develop a Stewardship Plan and Timeline which includes:

- Stewardship education: bulletin reflections, homilies, lay witnessing
  - Adults
  - Families
  - Children/Teens
  - Young Adults
- Plans for building/maintaining a welcoming, hospitable atmosphere
- Comprehensive New Parishioner Welcoming Program
- Select yearly Stewardship Theme
- Various communication vehicles
- Prayer and formation opportunities
- Ministry Fair
- Time and Talent
- Financial Commitment
- Thank you's/gratitude/affirmation
- Gift Accountability
- Outreach

### 2) Communicate the Stewardship Educational Plan to:

- Parish Leadership
- Committees
- Parish community

### 3) Prepare the Parish Community

- Stewardship education
  - Bulletin reflections
  - Lay witnessing
    - Invite parishioners to be lay witnesses. Select lay witnesses that reflect your parish community (ie, single, families, seniors, youth/young adults)
    - Prepare and schedule lay witnesses
- Develop messages that help parishioners make the connection with how their gifts, both talent and financial, are reflected in parish life





## Resources

- Plan with Religious Ed Director and Principal (if parish school) to incorporate Stewardship education into curriculum
  
- Ministry Fair
  - Select Date, Time and Theme
  - Communicate with parish staff, ministries and parish community to include purpose of fair, responsibilities and time commitment of the participants
  - Public recognition of all parishioners involved in ministry
  - Follow-up and evaluation
  
- Annual Stewardship Pastoral Report

*Offers a way of being accountable to the parish for the gifts of time, talent and treasure brought forward, and helps people see what they can be proud of in their parish*

  - Finances: pie charts, bar graphs, income and expenses
  - Ministries supported and people served: numbers of parishioners involved and people served by those ministries
  - Sacraments: number of baptisms, weddings, funerals, confirmations, etc.
  - Photographs of ministries in action
  - Parish Outreach
  - Thank you and affirmation
  
- Announcement Weekend
  - Inform parishioners through pulpit and bulletin announcements that their invitation to commitment or recommitment to Stewardship as a Way of Life will take place

#### **4) Design/assemble all Stewardship Resources reflected in the Plan**

- a) Ministry Catalogue
  - Table of Contents
  - Letter from Pastor
  - Organizational Structure
  - Directory of Committee Chairpersons and Staff Directory
  - List of Parish Social Activities or Clubs
  - Areas of Ministries
    - Contact information: name, phone number, email



- Ministry description
  - Mission statement
  - Explanation of activity of work of committee
  - Suggested families, single, children and teen activities
  - Meeting times, place, time commitment expected
  - Term of commitment

## b) Sign Up Forms for Sharing Gifts of Time and Talent

- One for each member of household (adults and children)
- Easy to fill out and include directions where to return
- Opening statement about Stewardship
- Explanation of what to expect once form is returned
- A thank you for offering time and talents for the work of the Parish
- Blank lines for new ministry/activity suggestions
- Area available for special assistance requests
- Commitment to Prayer

## c) Invitation to Give – the Letter

- Personalized
- Most effective when the tone of the letter is one of gratitude
- Language that helps parishioners feel this is a wonderful opportunity to support their parish
- Asks parishioners to share their gifts with the community using Stewardship language
- Clearly asks for a commitment (financial/time/talent) and explains the importance of their support

## d) Invitation to Give – the Supporting Brochure

- Makes the case for making a commitment
- Can include a financial contribution guide
- Educates and answers questions about the call to Stewardship and the impact Stewardship has on the parish



- Describes the Stewardship opportunities available in the parish. ie planned gifts, automatic funds withdrawal, monthly statements, envelopes

## e) Invitation to Give - Financial Commitment Card

- Easy to fill out
- Information asked for is consistent with commitment letter
- Space for name, address, phone, e-mail
- Check-off boxes: weekly, monthly, annually, unable to make a commitment at this time, no longer a parishioner
- Space to write amount of commitment
- Option for giving, i.e. electronic funds transfer, envelope
- Space for children/youth commitment
- Commitment to Parish Membership

## f) Return Envelope

- Insures confidentiality
- Facilitates return of commitments

## 5) Harvesting the Gifts

- Plan Commitment/Recommitment Weekend
  - Schedule weekend with staff and Liturgy Committee
  - Work with Liturgy Committee to plan liturgy with special Stewardship focus
  - witnesses at all Masses
  - Stewardship messages incorporated into homilies
  - Stewardship Banners and displays
  - Music and petitions to reflect the call to Stewardship
  - Annual Pastoral Report available
  - Select method of distribution:
    - In-pew
      - Materials in pew



- Direct Mail
  - First Class
- Home Visits
  - Commissioning of visitors
- Select method of collection
  - Mail
  - Communal at Offertory
    - Blessing of the gifts brought forward

## 6) Follow-up

- Gather all commitment forms for input
- Input names in database
- Create and send Thank You's
- Run Ministry/Committee lists for MinistryChairs to make contacts
- Using suggested guidelines from the Stewardship Committee, Chairs contact parishioners who have shown an interest in the ministry
- Committee Chairs send contact report back to Stewardship Committee
- Stewardship Committee sends thank you's to Chairs
- Ministry Chairs keep track of member's participation and return form for input and thanks
- Financial reports given to Finance Committee for budgeting purposes
- Thank you's and graphical updates in bulletins
- Strategize follow up method to those who have not returned commitment cards
  - Follow up mailings
  - Phonathon
- Stewardship Committee uses information to create stewardship messages/reflections and public thank you's for bulletin/monthly statements/annual report

### *Stewardship is a Way of Life*

*A Parish who embraces the vision of calling forth and nurturing the gifts of all people,  
will have the resources it needs to thrive.*



# Stewardship Ladder of Motivation

*(Why People Give)*

**6 Gratitude (give until it feels good).** The strongest motivation for giving is gratitude. If people give of themselves because they are grateful for what God has given them, it makes no difference who the priest or bishop is – they are grateful to be part of the mission of the Church. This is Stewardship: giving after reflection on one’s blessings, and giving out of gratitude. The Scriptures comment on gratitude: “Each of us must do as already determined, without sadness or compulsion, for God loves a cheerful giver” (2Corinthians 9:7).

**5 Duty/Sacrifice (give until it hurts).** Many people give out of a sense of obligation. This often entails loyalty to an institution – one’s “alma mater,” one’s parish, etc. At other times it entails a need to sacrifice and atone for past failings. The new covenant of Christ has replaced the old covenant based on sacrifice. The Scriptures comment on sacrifice: “Go and learn the meaning of the words, “I desire mercy, not sacrifice” (Matthew 9:13).

**4 Need (give if someone else hurts).** People also give because they perceive a specific need – to repair a leaky roof or because the Religious Education department is “desperate” for teachers. This approach is fine, but when the need is gone, so are the people. The Scriptures comment on need: “You are being enriched in every way for all generosity...for the administration of public service is not only supplying the needs of the holy ones but it is also overflowing in many acts of thanksgiving to God” (2Corinthians 9:11-12).

**3 Social Approval (give if someone is looking).** Sometimes people give in order to be recognized by others. They should give because it is the right thing to do, not because others notice. If people’s giving depends on an audience, when the audience is gone, so is their Stewardship. The Scriptures comment on social approval: “Take care not to perform righteous deeds in order that people may see them: otherwise, you will have no recompense from your heavenly Father...But when you give alms, do not let your left hand know what your right hand is doing” (Matthew 6:1,3).



**2 Rewards (give if you get something back).** Some people give in order to receive. Some look for material rewards from raffles, games of chance, tax breaks, etc. Some look for spiritual rewards such as the proverbial “ticket to heaven.” For these givers, when the rewards are gone, so is their Stewardship (and sometimes even the faith!). The Scriptures comment on rewards: “When you pray, do not be like the hypocrites...Amen, I say to you, they have already received their reward” (Matthew 6:5).

**1 Guilt/Fear (give to keep from being punished).** Guilt does not promote Stewardship because it is a preoccupation with one’s self. People may give out of a sense of guilt, but when the guilt is gone, so is their Stewardship. The Scriptures comment on fear: “Fear is useless, what is needed is trust” (Luke 8:50).





# The Ministry Fair

A Ministry Fair showcasing the ministries of the parish has many benefits. It is an opportunity for parishioners to:

- **meet** those currently involved in parish activities;
- **thank** those involved for their service to the parish;
- **learn** about the various ministries;
- **celebrate** all the wonderful ways the parish is a living sign of our faith.

The Ministry Fair is one component of the entire Stewardship Plan. The focus should be much broader than a means for recruiting. If the main purpose is to generate excitement and celebrate, then we are helping parishioners understand their gifts are vital to keep the parish thriving.

Listed below are suggestions to help when planning your Ministry Fair:

### 1) Select Date and Times

- Schedule Time and Talent Commitment/Recommitment Weekend first
- Plan Ministry Fair to be held before Time and Talent Commitment weekend
- Consideration of timing of event: Some parishes are moving toward holding the Ministry Fair in the Spring to spark interest, and Treasure component in the Fall

### 2) Select Theme

- Promotes planning and focus

### 3) Layout of Hall/Grounds

- Decide set up of tables/booths/areas for each committee/ministry
- If planning to be held outside, plan for rain/inclement weather



## 4) Communication

- Staff and Committees
  - Before announcing the date, make sure there are no conflicts with other committee's plans for the Parish
  - Invite representatives from committees to be part of the planning process
  - Communicate theme with staff and committees
  - Communicate purpose of the Ministry Fair
  - Provide outline of Ministry Fair activities
  - Find out if special equipment is needed for committees, i.e. VCR, electricity
  - Let committees know where their 'booth'/area is, amount of space for set-up
  - Inform committees on what they need to provide for their 'booth'
  - Times of the Fair; when ministry booths should be staffed
  
- Parish
  - Bulletins
  - Pulpit Announcements
  - Special invitations sent to segmented groups, i.e. new members
  - Lay witnessing by parishioner(s) on what it means to be involved and of service to their parish and community
  
- Liturgy Committee
  - Incorporate something special into Liturgies during that weekend or in preparation, i.e. one representative from each committee/area of ministry processing in with one item that exemplifies their ministries, banner, etc. and placing it at the altar or in another designated place
  - Prayers of the Faithful
  - Recognizing each committee/ministry and praying in gratitude for all they do
  - Litany of ministries of the Parish





## 5) Children and Youth

- Incorporate children's activities into the Fair, perhaps surrounding the theme
- Offer childcare; play activities at a specific area for the younger children
- Have youth as greeters, hand out name tags, etc.
- Involve ministries that involve youth/children to be represented

## 6) Follow Up

- Send thank you's to committees for participating and to all who were involved
- Evaluate the event: Planning Committee to debrief; ask committee members present at the Ministry Fair for their feedback:
  - What worked well
  - What could be improved upon
  - How to get more people to attend
  - Comments heard from those who visited the Fair
- Report the results/successes/thank you's to the parish at large, through the bulletin, newsletters, pulpit

## 7) Best Practices

- Serve desserts at each booth, to encourage people to visit
- "Ministry Bingo": Three \$100 prizes raffled after each Mass on Ministry Fair weekend. To enter the raffle, parishioners were encouraged to visit each booth at the Ministry Fair and receive a sticker. Parishioners who had collected stickers and received a "Bingo" on their bingo card had their name put in a hat for the drawing. Note: The first time this was done, two of the raffle winners donated their winnings back to the parish. (St. Matthew Parish, Oak Creek)
- Ministry Fair Theme: "Wine, Dine and Sign" Held on the Parish grounds on a Friday evening with food served. DJ was hired for the youth, and children's activities were also planned. (St. Robert Parish, Shorewood)
- Encourage people to enter their names for a drawing of a parish/school t-shirt, sweatshirt, cookbook, candle, etc. Send simple postcard to all who put their names in thanking them for stopping at the Fair.
- Have a contest for the "best" decorated booth/table. Have those who attend vote.



## Scriptural Passages with a Stewardship Message

### *Old Testament*

- The Lord God formed man out of the clay of the ground and blew into his nostrils the breath of life, and so man became a living being. Then the Lord God planted a garden in Eden, in the east, and he placed there the man whom he had formed. The Lord God then took the man and settled him in the garden of Eden, to cultivate and care for it. (*Genesis 2:7-8, 15*)
- Jacob then made this vow: If God remains with me, to protect me on this journey I am making and to give me enough bread to eat and clothing to wear, and I come back safe to my father's house, the Lord shall be my God. This stone that I have set up as a memorial stone shall be God's abode. Of everything you give me, I will faithfully return a tenth part to you. (*Genesis 28:20-22*)
- All tithes of the land, whether in grain from the fields or in fruit from the trees, belong to the Lord, as sacred to him. (*Leviticus 27:30*)
- The Lord said to Moses, Give the Levites these instructions: When you receive from the Israelites the tithes I have assigned you from them as your heritage, you are to make a contribution from them to the Lord, a tithe of the tithes; and your contribution will be credited to you as if it were grain from the threshing floor or new wine from the press. Thus you too shall make a contribution from all the tithes you receive from the Israelites, handing over to Aaron the priest the part to be contributed to the Lord. From all the gifts that you receive, and from the best parts, you are to consecrate to the Lord your own full contribution. (*Numbers 18:25-29*)
- Each year you shall tithe all the produce that grows in the field you have sown; then in the place which the Lord, your God, chooses as the dwelling place of his name you shall eat in his presence your tithe of the grain, wine and oil, as well as the firstlings of your herd and flock, that you may learn always to fear the Lord, your God. ...that the Levite who has no share in the heritage with you, and also the alien, the orphan and the widow who belong to your community, may come and eat their fill; so that the Lord, your God, may bless you in all that you undertake. (*Deuteronomy 14:22-23, 29*)



## Resources

- . . .but each of you with as much as he can give, in proportion to the blessings which the Lord, your God, has bestowed on you. (*Deuteronomy 16:17*)
  
- You shall take some first fruits of the various products of the soil which you harvest from the land which the Lord, your God, gives you, and putting them in a basket, you shall go the place which the Lord, your God, chooses for the dwelling place of his name. There you shall go to the priest in office at that time and say to him, “Today I acknowledge to the Lord, my God, that I have indeed come into the land which he swore to our fathers he would give us.” The priest shall then receive the basket from you and shall set it in front of the altar of the Lord, your God. Then you shall declare before the Lord, your God, “My father was a wandering Aramean who went down to Egypt with a small household and lived there as an alien. But there he became a nation great, strong and numerous. Therefore, I have now brought you the first fruits of the products of the soil which you, O Lord, have given me.” And having set them before the Lord, your God, you shall bow down in his presence. (*Deuteronomy 26:2-5, 10*)
  
- When you have finished setting aside all the tithes of your produce in the third year, the year of the tithes, and you have given them to the Levite, the alien, the orphan and the widow, that they may eat their fill in your own community. (*Deuteronomy 26:12*)
  
- A psalm of David. The earth is the Lord’s and all it holds, the world and those who live there. (*Psalms 24:1*)
  
- Honor the Lord with your wealth, with first fruits of all your produce. Then will your barns be filled with grain, with new wine your vats will overflow. (*Proverbs 3:9-10*)
  
- One man is lavish yet grows still richer; another is too sparing, yet is the poorer. He who confers benefits will be amply enriched, and he who refreshes others will himself be refreshed. (*Proverbs 11:24-25*)
  
- Bring the whole tithe into the storehouse, that there may be food in my house, and try me in this, says the Lord of hosts: Shall I not open for you the floodgates of heaven, to pour down blessing upon you without measure? (*Malachi 3:10*)



## *New Testament*

- Blessed are the poor in spirit, for theirs is the kingdom of heaven. Blessed are they who mourn, for they will be comforted. Blessed are the meek, for they will inherit the land. Blessed are they who hunger and thirst for righteousness, for they will be satisfied. Blessed are the merciful, for they will be shown mercy. (*Matthew 5:3-7*)
  
- You are the salt of the earth. But if salt loses its taste, with what can it be seasoned? It is no longer good for anything but to be thrown out and trampled underfoot. You are the light of the world. A city set on a mountain cannot be hidden. Nor do they light a lamp and then put it under a bushel basket; it is set on a lampstand, where it gives light to all in the house. Just so, your light must shine before others, that they may see your good deeds and glorify your heavenly Father. (*Matthew 5:13-16*)
  
- They replied, “Caesar’s.” At that he said to them, “Then repay to Caesar what belongs to Caesar and to God what belongs to God.” (*Matthew 22:21*)
  
- So do not worry and say, “What are we to eat?” or “What are we to drink?” or “What are we to wear?” All these things the pagans seek. Your heavenly Father knows that you need them all. But seek first the kingdom (of God) and his righteousness, and all these things will be given you besides. (*Matthew 6:31-33*)
  
- As you go, make this proclamation: “The kingdom of heaven is at hand.” Cure the sick, raise the dead, cleanse lepers, drive out demons. Without cost you have received; without cost you are to give. (*Matthew 10:7-8*)
  
- Then the king will say to those on his right, “Come, you who are blessed by my Father. Inherit the kingdom prepared for you from the foundation of the world. For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me.” And the king will say to them in reply, “Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.” (*Matthew 25:34-36, 40*)
  
- He also told them, “Take care what you hear. The measure with which you measure will be measured out to you, and still more will be given to you. To the one who has, more will be given; from the one who has not, even what he has will be taken away.” (*Mark 4:24-25*)



- His disciples answered him, “Where can anyone get enough bread to satisfy them here in this deserted place?” Still he asked them, “How many loaves do you have?” “Seven,” they replied. He ordered the crowd to sit down on the ground. Then, taking the seven loaves he gave thanks, broke them, and gave them to his disciples to distribute, and they distributed them to the crowd. They also had a few fish. He said the blessing over them and ordered them distributed also. They ate and were satisfied. They picked up the fragments left over – seven baskets. There were about four thousand people. He dismissed them. (*Mark 8:4-9*)
- As he was setting out on a journey, a man ran up, knelt down before him, and asked him, “Good teacher, what must I do to inherit eternal life?” Jesus answered him, “Why do you call me good? No one is good but God alone. You know the commandments: You shall not kill; you shall not commit adultery; you shall not steal; you shall not bear false witness; you shall not defraud; honor your father and your mother.” He replied and said to him, “Teacher, all of these I have observed from my youth.” Jesus, looking at him, loved him and said to him, “You are lacking in one thing. Go, sell what you have, and give to (the) poor and you will have treasure in heaven; then come, follow me.” (*Mark 10:17-21*)
- He sat down opposite the treasury and observed how the crowd put money into the treasury. Many rich people put in large sums. A poor widow also came and put in two small coins worth a few cents. Calling his disciples to himself, he said to them, “Amen, I say to you, this poor widow put in more than all the other contributors to the treasury. For they have all contributed from their surplus wealth, but she, from her poverty, has contributed all she had, her whole livelihood.” (*Mark 12:41-44*)
- Give and gifts will be given to you; a good measure, packed together, shaken down, and overflowing, will be poured into your lap. For the measure with which you measure will in return be measured out to you. (*Luke 6:38*)
- Then he said to all, “If anyone wishes to come after me, he must deny himself and take up his cross daily and follow me. For whoever wishes to save his life will lose it, but whoever loses his life for my sake will save it. What profit is there for one to gain the whole world yet lose or forfeit himself?” (*Luke 9:23-25*)
- Then he said to the crowd, “Take care to guard against all greed, for though one may be rich, one’s life does not consist of possessions.” Then he told them a parable. “There



was a rich man whose land produced a bountiful harvest. He asked himself, ‘What shall I do, for I do not have space to store my harvest?’ And he said, ‘This is what I shall do: I shall tear down my barns and build larger ones. There I shall store all my grain and other goods and I shall say to myself, “Now as for you, you have so many good things stored up for many years, rest, eat, drink, be merry?”’ But God said to him, ‘You fool, this night your life will be demanded of you; and the things you have prepared, to whom will they belong?’ Thus will it be for the one who stores up treasure for himself but is not rich in what matters to God.” (*Luke 12:15-21*)

- . . . Much will be required of the person entrusted with much, and still more will be demanded of the person entrusted with more. (*Luke 12:48*)
- It was not you who chose me, but I who chose you and appointed you to go and bear fruit that will remain, so that whatever you ask the Father in my name he may give you. This I command you: love one another. (*John 15:16-17*)
- No one should seek his own advantage, but that of his neighbor. (*1 Corinthians 10:24*)
- There are different kinds of spiritual gifts but the same Spirit; there are different forms of service but the same Lord; there are different workings but the same God who produces all of them in everyone. To each individual the manifestation of the Spirit is given for some benefit. To one is given through the Spirit the expression of wisdom; to another the expression of knowledge according to the same Spirit; to another faith by the same Spirit; to another gifts of healing by the one Spirit; to another mighty deeds; to another prophecy; to another discernment of spirits; to another varieties of tongues; to another interpretation of tongues. But one and the same Spirit produces all of these, distributing them individually to each person as he wishes. (*1 Corinthians 12:4-11*)
- If (one) part suffers, all the parts suffer with it; if one part is honored, all the parts share its joy. Now you are Christ’s body, and individually parts of it. (*1 Corinthians 12:26-27*)
- Each must do as already determined, without sadness or compulsion, for God loves a cheerful giver. Moreover, God is able to make every grace abundant for you, so that in all things, always having all you need, you may have an abundance for every good work. You are being enriched in every way for all generosity, which through us produces thanksgiving to God. (*2 Corinthians 9:7-8, 11*)



## Resources

- For you were called for freedom, brothers. But do not use this freedom as an opportunity for the flesh; rather, serve one another through love. (*Galatians 5:13*)
- Make no mistake: God is not mocked, for a person will reap only what he sows, because the one who sows for his flesh will reap corruption from the flesh, but the one who sows for the spirit will reap eternal life from the spirit. Let us not grow tired of doing good, for in due time we shall reap our harvest, if we do not give up. (*Galatians 6:7-9*)
- For we brought nothing into the world, just as we shall not be able to take anything out of it. If we have food and clothing, we shall be content with that. Those who want to be rich are falling into temptation and into a trap and into many foolish and harmful desires, which plunge them into ruin and destruction. For the love of money is the root of all evils, and some people in their desire for it have strayed from the faith and have pierced themselves with many pains. (*1 Timothy 6:7-10*)
- Tell the rich in the present age not to be proud and not to rely on so uncertain a thing as wealth but rather on God, who richly provides us with all things for our enjoyment. Tell them to do good, to be rich in good works, to be generous, ready to share, thus accumulating as treasure a good foundation for the future, so as to win the life that is true life. (*1 Timothy 6:17-19*)
- Let mutual love continue. Do not neglect hospitality, for through it some have unknowingly entertained angels. Be mindful of prisoners as if sharing their imprisonment, and of the ill-treated as of yourselves, for you also are in the body. Let your life be free from love of money but be content with what you have, for he has said, “I will never forsake you or abandon you.” Do not neglect to do good and to share what you have; God is pleased by sacrifices of that kind. (*Hebrews 13:1-3, 5, 16*)
- Every good and perfect gift comes down from the Father who created all the lights in the heavens. (*James 1:17*)
- What good is it, my brothers, if someone says he has faith but does not have works? Can that faith save him? If a brother or sister has nothing to wear and has no food for the day, and one of you says to them, “Go in peace, keep warm, and eat well,” but you do not give them the necessities of the body, what good is it? So also faith of itself, if it does not have works, is dead. (*James 2:14-17*)



## Resources

- 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)*
- His divine power has bestowed on us everything that makes for life and devotion, through the knowledge of him who called us by his own glory and power. *(2 Peter 1:3)*
- The way we came to know love was that he laid down his life for us; so we ought to lay down our lives for our brothers. Children, let us love not in word or speech but in deed and truth. *(1 John, 3:16, 18)*



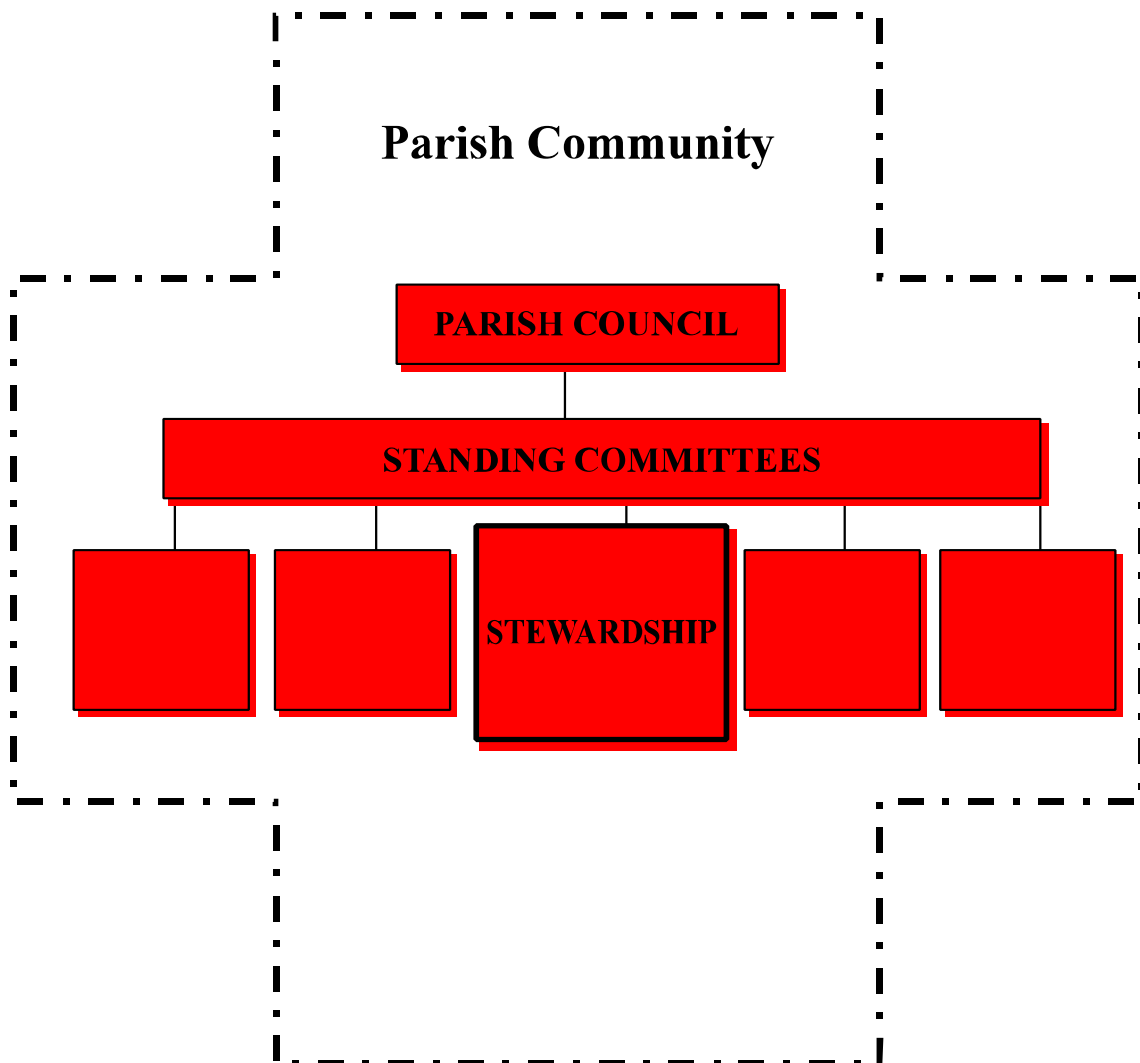




# STEWARDSHIP COMMITTEE

Helping fulfill the parish Mission  
through ministries of Service and Stewardship

The Stewardship Committee is a standing committee accountable  
to the Parish Council





---

## CHAPTER 21 – STEWARDSHIP COMMITTEE

---

PARISH COMMITTEE RESOURCE BOOK  
ARCHDIOCESE OF MILWAUKEE

---

## STEWARDSHIP COMMITTEE

### DESCRIPTION

The Stewardship Committee is responsible for the ongoing stewardship educational efforts of the parish. Members of the committee are faith-filled individuals committed to building a community of prayer and hospitality which welcomes and affirms all gifts. This committee works closely with the other standing committees of the parish to ensure stewardship efforts are consistent and fulfill the parish mission. Developing programs for welcoming new parishioners, designing creative tools which invite all parishioners, including children to share their time, talent and treasure, producing quality reports that communicate the generosity of the parish community and the accountable use of the parish resources are areas of focus for the Stewardship Committee.

It is recommended that the Stewardship Committee be a separate standing committee of the Council with its own subcommittees or task groups.

### RESPONSIBILITIES

1. Understands and promotes the biblical concept of stewardship to all parishioners and parish groups.
2. Oversees the efforts of stewardship education in the parish including the annual commitment or recommitment of parishioner's gifts.
3. Recruits Individuals and/or Couples to share their personal testimonies about Stewardship through Lay Witnessing.
4. Prepare a Time and Talent List or Catalog of Parish Committee/ Ministries and be responsible for keeping the list or catalog current.
5. Ensure that all who come forth to offer their gifts are contacted, recorded and thanked.
6. Develop a welcoming program that helps new parishioners feel embraced by the parish, provides materials that highlight parish life and invites participation by all.
7. Educate parishioners about stewardship through various parish communication vehicles and publications, i.e. bulletin, parish/school newsletters, monthly statements, brochures, and general intercessions.
8. Collaborating with Liturgy Committee to incorporate Stewardship opportunities in homilies and reflections that may take during Mass.



---

## CHAPTER 21 – STEWARDSHIP COMMITTEE

---

PARISH COMMITTEE RESOURCE BOOK  
ARCHDIOCESE OF MILWAUKEE

---

9. Conduct a parish census.
10. Evaluate the Stewardship educational effort and awareness on an annual basis.
11. Produces comprehensive reports that reflect the generosity of the parish community.
12. Collaborate with Parish Religious Education Committee and Day School staff to assure that the children/youth component of stewardship is represented in all stewardship efforts.
13. Provide in-service and continuing education opportunities for your Stewardship Committee.
14. Oversees the implementation of various stewardship efforts, which may include home visits, phone-a-thons, capital campaigns, planned giving, ministry fairs, annual stewardship days, and small group prayer opportunities.

## COMMITTEE MEMBERSHIP

### EX OFFICIO MEMBERS

Pastor/Parish Director  
Parish Council liaison  
Parish Staff Member

### COMMITTEE LEADERS

Chairperson  
Vice-chairperson (optional)  
Secretary

### MEMBERS

Parishioners, who are spiritually motivated, practice stewardship as a way of life, can envision the benefits of being a “total stewardship parish,” and have personal qualities that contribute to success, i.e. are organized, patient, creative, accountable and willing to share their faith with others.



---

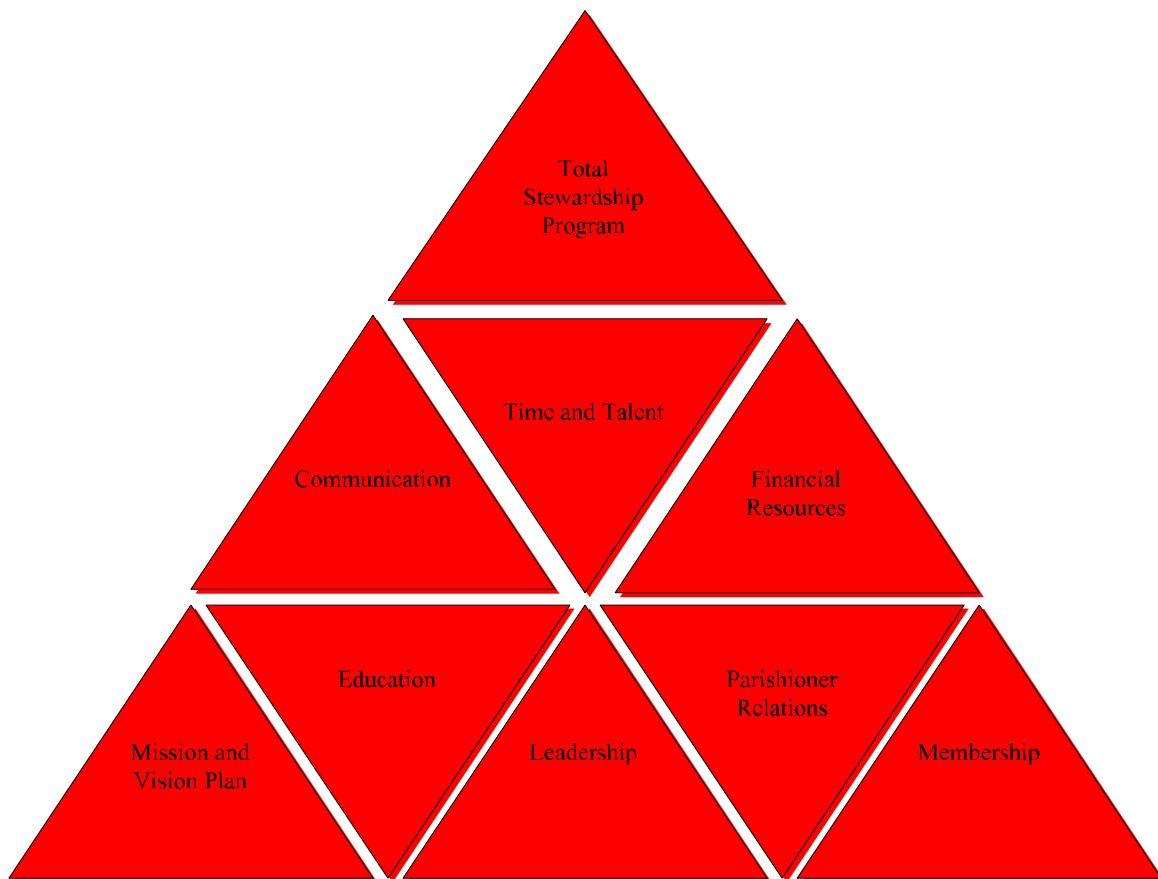
**CHAPTER 21 – STEWARDSHIP COMMITTEE**

---

PARISH COMMITTEE RESOURCE BOOK  
ARCHDIOCESE OF MILWAUKEE

---

## **BUILDING BLOCKS OF PARISH STEWARDSHIP**



## **ARCHDIOCESAN OFFICES AND RESOURCES**

**To contact the Office for Parish Stewardship & School Development**

414-769-3485

800-769-9373, x485

Email: [development@archmil.org](mailto:development@archmil.org)



## Stewardship – Concept and Reality

*by: Kathy Kautz, Frank Fuchsberge, David Scrobel, Mark Danczak*

### **Part 1 – The “Think Tank”**

The concept of Stewardship is relatively new to most Catholics. Until recently, we tended to view the concept of Stewardship as a Protestant idea that was little more than a fund-raising gimmick. Gradually that view has begun to change. The signs of the time strongly indicate that Stewardship is not optional – for the church or for society in general. So much depends on our being able to take good care of the many resources that a loving God has given each of us.

It is important, first of all, for us to understand what is meant by Stewardship. It is more than money, more than a vague concept of giving of time, talent and treasure; it is “a way of life”.

Stewardship is an expression of discipleship – how we understand and live out our lives. Whatever we are and possess is in actuality God’s gift that we hold in trust. God is the source of all we have and are. God calls us to be good stewards by the way we live; by the way we use our human and financial resources. Stewardship calls for commitment.

Stewardship calls us to gratitude, responsibility and accountability for all of our human and financial resources. It calls us to make the best possible use of what we have been given through prudent planning and careful allocation of resources, so that we can serve the community of faith in the most effective and just way possible. Good Stewardship allows us to make decisions about resources that are “mission-driven” rather than “crisis-driven”. It also calls us to work beyond our parish boundaries to share resources and to cooperate with one another.

Many Catholics have been practicing good Stewardship for years even though they might not be able to define it as such. But the majority of Catholics are members of their parishes in



## Resources

name only. They donate less than 1% of their income and even less of their time and talent. Too often parishes, in an effort to increase contributions, concentrate on the treasure aspect of Stewardship alone.

However, studies have indicated that giving is directly linked to personal commitment. Until people “buy into” what their parish is all about, it is unrealistic to expect their financial contributions to rise.

Statistics say that today about 20% of Catholics actually get involved and do the work of their parish. But in the early church, everyone served in some capacity. With membership comes responsibility. At least, it used to be that way. Today many Catholics have a “pick and choose” mentality about their religion. They find it very easy to give themselves permission to do nothing.

Studies done in recent years have indicated that most people consider themselves better off today than ever before. Almost anything we want, we can get. But when asked if they were happy, the majority of people said, “No.” With all our basic needs met, with all our material abundance, something is still missing. Our narcissistic way of life no longer seems to be enough.

Happiness comes from relationships. And relationships are all about helping each other. When we do for others, we do for ourselves. Those who have served others in some manner say that they have received much more than they have given. There’s a sense of accomplishment, of belonging. And those good feelings are addicting. It makes you want to continue your service and even to increase it. And it will eventually lead to a larger financial commitment as well.

For example, in starting their Stewardship campaign, the leadership of one Kansas parish decided to only speak of the giving of time and talent. For four months, treasure was never mentioned. And yet, in those four months they found their collections had risen 30%! Why? The contribution of time and talent leads to a sense of belonging and that sense of belonging leads to a sense of responsibility.

A 1999 study by a group called Independent Sector found that volunteering in general has increased significantly in the last few years. When people were asked to volunteer, 90% did.



The number of households giving to charity also remains high. Contributing households with a volunteer gave more than 2.5 times on average than those without a volunteer. And households with at least one volunteer gave 84% of all charitable contributions. The most frequently cited motivations for contributing were:

- being previously asked to give by someone they knew well
- having previously volunteered in an organization
- being asked by the clergy to give

Although charitable contributions in general have increased, the church has not been on the receiving end. Many parishes have found that over the years their contributions have remained flat at best. Contributions have not increased by the same proportion as expenses. And generally speaking, contributions from roughly 25% of parishioners often times finance about 2/3 of the parish budget. Obviously Stewardship efforts have fallen woefully short on the parish level.

Cutbacks in spending have been the result, in some cases leading to the loss of key personnel and programs. Many parishes have reached the point where decisions about resources are now “crisis-driven” rather than “mission-driven”. We await the return of pledge forms with apprehension. Will we be able to do those roof repairs, begin to pay our teachers an equitable salary, expand our outreach to those in need? If this trend continues, the future looks bleak indeed.

## **Part 2 – The Mechanics**

What follows are some key components that should be in place if a Stewardship program is to be successful. It is by no means an exhaustive list.

- Stewardship is “a way of life”. It is not a once-a-year campaign.
- Adopting Stewardship as “a way of life” could require a major paradigm shift. For parishioners to be able to make that leap, they have to be educated.



## Resources

- If Stewardship is reviewed only as a concept, it will not be enough to change people's thinking. It must be real, concrete and tangible. People must be able to make connections. For example, a worthwhile exercise might be to ask people to list all of God's gifts in their lives and then to evaluate their use of those gifts.
- Constant reinforcement of Stewardship as "a way of life" must be given from the pulpit.
- The awareness level of parishioners must be raised. Do people know what is being done in Human Concerns, Christian Formation, Prayer and Worship, etc.? Are they aware of the costs involved to keep these "good things" going? Regular communication and publicity is key.
- What do parishioners want from the Church? Is the parish going in the direction(s) that most parishioners want? Do they view those "good things" that are happening in the same way and with the same value as the parish leadership? A questionnaire, perhaps in conjunction with a Strategic Planning initiative, could be helpful in determining the level of support for various programs, etc.
- Parishioner testimonials are very powerful tools. First-hand experiences and reporting what Stewardship has meant in their own lives can be great motivators.
- Find out what motivates people to donate their treasure, from the largest contributors to those who give little or nothing.
- Stewardship is un-conditional giving, i.e. no strings attached.
- When people volunteer, they should be contacted in a timely manner. Many times parishioners will say they signed up to do something but then were never called. The message they receive is that they are not needed in the parish.
- There is no substitute for a personal invitation. Every parishioner should be contacted either in person or with a phone call.
- When we think of Stewardship, we think too readily in terms of dollars and cents, forgetting that their value is dependent upon ideas, talents and time. No gift one may give is as much discounted or under-estimated as time is. Few gifts are of greater value.





## Resources

Volunteers should be acknowledged and parishioners made aware of their contributions. A Volunteer Coordinator might be considered.

- There should be open discussion of parish issues with the parish's needs communicated in an open and honest manner.
- A Stewardship Committee should be in place. Members should be representative of all the parishioners.
- A Development Director may be necessary to get things rolling. This person will be able to direct the committee's activities for maximum efficiency.

Many pieces have to be in place for a Stewardship effort to be successful. But the good news is that there are model programs out there that are working very well, e.g. St. Francis of Assisi Congregation in Wichita, Kansas.

If we approach Stewardship as “a way of life” instead of merely an abstract concept, it will work. If we help people see that in the breaking of the bread “I accept Jesus’ death as the pattern of my life; that I am for others, not for myself,” it will work. If our parishes are welcoming and inclusive, if we can embrace change, it will work. We will be able to “set the bar high” and plan for the future with confidence.

### **Bibliography/Works Cited**

Archdiocese of Milwaukee, Office of Parish Stewardship. *Building Blocks of a Vibrant Parish: Parish Self-Evaluation Guide*. October, 1998.

Archdiocese of Milwaukee, Office of Parish Stewardship. *Parish Stewardship Manual*. 1998 Revision.

DeSiano, Frank, C.S.P. “The Challenge for Evangelization.” Midwest Express Center Presentation, Milwaukee, WI. October 27, 2000.

Knudsen, Raymond B., *New Models for Creative Giving: The Foundation Approach to Personal Philanthropy*. Second Edition. Wilton, CT: Morehouse-Barlow Co., Inc., 1985.

Knudsen, Raymond B. *Stewardship Enlistment and Commitment: A Design for Development*



## *Resources*

in the Local Church. Wilton, CT: Morehouse-Barlow Co., Inc., 1985.

Lauer, Dave. "Parish Finance." Parish Leadership Newsletter, Autumn 2000

Lozier, Don. "Building the Kingdom: Parish Organizations and Evangelization." Midwest Express Center Presentation. Milwaukee, WI. October 28, 2000.

Stewardship: Living Life as God Intended. Videocassette. St. Francis of Assisi Congregation, Wichita, KS.

### **Additional Resources**

Contribution Breakdown Statistics – St. Aloysius Congregation, West Allis, WI

Contribution Breakdown Statistics – St. Cecilia Congregation, Thiensville, WI

Contribution Breakdown Statistics – St. James Congregation, Mequon, WI

Fr. Joe Janicki, Pastor, St. Cecilia Congregation, Thiensville, WI

Fr. Gregory Spitz, Pastor, St. James Congregation, Mequon, WI





## Parish Stewardship **SAMPLE** Action Plan

### ACTION STEPS

### TIMELINE RESPONSIBILITY

<p>1. Work with the Parish Council and parish leadership to develop a plan around prayer opportunities to include:</p> <ul style="list-style-type: none"> <li>■ uniting the parish in prayer around something specific</li> <li>■ education about all prayer opportunities available</li> <li>■ solicitation of prayer intentions from the parish at large</li> </ul>	<p>Stewardship Committee to meet with Prayer and Worship Committee by May, 2005</p>	<p>Prayer and Worship Committee</p>
<p>2. Renew Hospitality Committee:</p> <ul style="list-style-type: none"> <li>■ define areas of focus and create mission statement; involve and form current members in renewed goals; identify additional members and personally invite</li> <li>■ form Welcoming Committee: define responsibilities and terms</li> <li>■ identify parishioners and personally invite to serve on Welcoming Committee</li> </ul>	<p>June 1, 2005</p>	<p>Ed, Amy, Judy, and Stewardship Committee</p>
<p>3. Develop a Stewardship Communication plan to include:</p> <ul style="list-style-type: none"> <li>■ Stewardship education for all committees, including the importance of personal invitation and formation for service</li> <li>■ work with leadership to schedule “ministry minutes” after Liturgies; follow-up information in bulletin</li> <li>■ identify, train and schedule parishioners for testimonials</li> </ul>	<p>By end of August, 2005</p> <p>Fall, 2005</p> <p>Fall, 2005</p>	<p>Stewardship Committee</p>
<p>4. Create Communication Committee and include these tasks in their</p>		





ARCHDIOCESE  OF MILWAUKEE

# Parish Stewardship **SAMPLE** Action Plan

<p>Stewardship plan to include:</p> <ul style="list-style-type: none"> <li>■ design Treasure materials to be part of the overall Stewardship message</li> <li>■ decide and implement the distribution and collection of Financial Stewardship</li> <li>■ create a Treasure follow-up process to include: <ul style="list-style-type: none"> <li>■ thank you's</li> <li>■ communication with non-responders</li> </ul> </li> </ul>		
<p>8. Form a Planned Giving Advisory Committee.</p>	<p>Revisit when appropriate</p>	<p>Parish Council, Stewardship Committee and Finance Committee</p>
<p>9. Develop/gather materials to educate and market your Planned Giving Program.</p>	<p>Revisit when appropriate</p>	<p>To be determined</p>
<p>10. Incorporate Planned Giving education as part of the overall Parish Stewardship Plan.</p>	<p>Revisit when appropriate</p>	<p>To be determined</p>
<p>11. Working with the Human Concerns Committee, design and implement a process to discover the needs of parishioners and make connections to fill those needs.</p>	<p>Revisit when appropriate</p>	<p>To be determined</p>



# **Archdiocese of Milwaukee Parish Stewardship Program Job Description - Home Visit Method Home Visitor**

## **OBJECTIVE:**

To contact parish families and secure their commitments.

## **RESPONSIBILITIES:**

1. Attend a training meeting on Commitment Sunday.
2. Attend a commissioning mass on Commitment Sunday.
3. Review and understand the materials.
4. Visit approximately ten households.
5. Present materials to each family for completion.
6. Receive a sealed envelope with each parish family's information contained within.
7. Return the sealed envelope for each family to the assigned Neighborhood Coordinator.

## **TIME COMMITMENT:**

A training meeting lasting 1-1/2 hours and a commissioning mass on Commitment Sunday. Visit for approximately 2-1/2 hours on that Sunday and complete visits to parish families that you missed during the following week.

- 1 Approximately 6 hours.



# Prospect List for Home Visitors

Neighborhood Coordinator \_\_\_\_\_

Address: \_\_\_\_\_

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

Area Coordinator \_\_\_\_\_

Address: \_\_\_\_\_

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

## HOME VISITOR PROSPECTS

Please provide at least 2 prospect names for each Home Visitor to be recruited  
(a total of 10 names to get 5 visitors)

	NAME	ADDRESS	PHONE	Y/N
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**NOTE:** Upon conclusion of recruiting Home Visitors, produce four copies and distribute to the Key Clerical Assistant, the Regional Coordinator, the Area Coordinator and the Logistics Coordinator.



## Prospect Letter to Home Visitor

Date

Name

Address

City/State/ZIP

Dear \_\_\_\_\_

Our parish is about to embark on an important program that will provide significant benefits to our parish.

On \_\_\_\_\_ (date) \_\_\_\_\_, we will be visiting all of our parish households. The visit will not be complicated. It is intended to pick up census forms, personal concerns cards, and time/talent forms which will have been completed by each family prior to the visit. In addition, the visitor will present a parish support commitment card which the family will complete. All responses will be sealed in an envelope and will remain confidential.

Within the next few days, you will be called by one of the Neighborhood Coordinators who serve on our committee. Each of these people has agreed to recruit and assist several Home Visitors. They will describe the task to you. We have high hopes that you will say “yes” when you are asked to be a Home Visitor.

We didn't draw your name out of a hat. We know that you can do the job. We are deeply grateful for all that you have done for the parish. Those who help the most are the most familiar with our needs. Please agree to serve and keep us in your prayers as this process moves forward.

---

Program Coordinator

---

Pastor/Administrator/Parish Director





# **Archdiocese of Milwaukee Parish Stewardship Program Job Description - Home Visit Method Neighborhood Coordinator**

## **OBJECTIVE:**

To recruit and direct the activities of five Home Visitors.

## **RESPONSIBILITIES:**

1. Participate in training meeting.
2. Recruit five Home Visitors from a pre-assigned list of possible volunteers.
3. Report to the Program Coordinator the names of the five Home Visitors recruited.
4. Assure that Home Visitors attend their training on Commitment Sunday.
5. Attend mass on Commitment Sunday with the Home Visitors and be present when they return from their visits that afternoon.
6. Follow up with Home Visitors who are making calls to parishioners not contacted on Commitment Sunday until all commitment cards and materials are returned.

## **NOTE:**

Neighborhood Coordinators are asked to be active only during the fall commitment process. This would occur annually, and they need not participate throughout the rest of the year. Members should serve for two years, then replace themselves with a new committee for future renewal efforts. It would be advisable for future committee members to assist in the current year's implementation.



### **TIME COMMITMENT:**

Approximately 2 hours per week or 10 hours over 6 weeks.

The Neighborhood Coordinator will be thoroughly trained in the recruiting process prior to beginning recruitment of Home Visitors. In addition, the Neighborhood Coordinator will be asked to call their Home Visitors and remind them of the Home Visitor training session.

In the event that a Neighborhood Coordinator goes through the names provided and has not recruited five Home Visitors, additional names can be provided by the Area Coordinator.

At the Home Visitor training session, the Neighborhood Coordinator will sit with his/her Home Visitors and oversee their training and their departure.

The Neighborhood Coordinator will remain at the training site (unless making home visits) until all of his/her Home Visitors have returned and their cards have been properly checked in.

Finally, the Neighborhood Coordinator will be asked to follow up with each of his/her Home Visitors during the course of the week immediately after Commitment Weekend and/or until all home visitation cards have been turned in.





# Prospect List for Neighborhood Coordinators

Area Coordinator \_\_\_\_\_

Address: \_\_\_\_\_

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

## NEIGHBORHOOD COORDINATOR PROSPECTS

Please provide at least 10 prospect names for each Neighborhood Coordinator to be recruited

	NAME	ADDRESS	PHONE	Y/N
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**NOTE:** Please make 4 copies and submit to the Program Coordinator, the Regional Coordinator, the Key Clerical Assistant and the Area Coordinator.



# Prospect Letter to Neighborhood Coordinator

Date

Name

Address

City/State/ZIP

Dear \_\_\_\_\_

Our parish is about to embark on an important program that will provide significant benefits to our parish.

On \_\_\_\_\_ (date) \_\_\_\_\_, we will visit every household in our parish and offer all parishioners an opportunity to share their time/talent and treasure with the parish. The visit will not be complicated. It is intended to pick up census forms, personal concerns cards, and time/talent forms which will have been completed by each family prior to the visit. In addition, the visitor will present a parish support commitment card which the family will complete. All responses will be sealed in an envelope and will remain confidential.

Your participation is vital to the success of this effort. Within the next few days, you will be called by one of the Area Coordinators who serve on our committee. Each of these people has agreed to recruit and assist five Neighborhood Coordinators. They will describe the task to you and ask you to participate as a Neighborhood Coordinator. A job description is enclosed. We have high hopes that you will agree to participate.

You will be provided with excellent training in order to complete this task, and the parish will provide you with a specific list of Home Visitor prospects æ people that you will be asked to contact.

We didn't draw your name out of a hat. We know that you can do the job. We are deeply grateful for all that you have done for the parish. Those who help the most are the most familiar with our needs. Please agree to serve and keep us in your prayers as this process moves forward.

---

Program Coordinator

---

Pastor/Administrator/Parish Director



# Neighborhood Coordinator Roster

Area Coordinator \_\_\_\_\_

Address: \_\_\_\_\_

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

## Neighborhood Coordinators

1. Name \_\_\_\_\_

Address \_\_\_\_\_

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

2. Name \_\_\_\_\_

Address \_\_\_\_\_

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

3. Name \_\_\_\_\_

Address \_\_\_\_\_

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

4. Name \_\_\_\_\_

Address \_\_\_\_\_

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

5. Name \_\_\_\_\_

Address \_\_\_\_\_

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

**NOTE:** Upon conclusion of recruiting Neighborhood Coordinators, please make 4 copies and distribute to the Key Clerical Assistant, the Regional Coordinator, the Area Coordinator, and the Program Coordinator.



## Take a Step

How to move gradually toward giving which is planned, proportionate and sacrificial Find your household income on the appropriate chart (if necessary, please approximate by using combinations of amounts). Move across on the same line to find the amount you currently give weekly or monthly in the envelope. Move straight up the chart to find what percentage of your income your current gift to the parish represents. Please consider taking a step by pledging at the next level. For example, if you are presently giving 2% to the parish, consider pledging 2.5% or even 3% now. Consider setting your eventual goal at the Biblical tithe of 10% (5% to the parish and 5% to other charities). It may take a few years to get there, but this is a worthy and rewarding goal for all on the road of discipleship.

HOUSEHOLD INCOME Based on 40-Hour Work Week or 2080 Hours/Year				Weekly Giving to the Parish									
Hourly	Weekly	Monthly	Yearly	.5%*	1%*	1.5%*	2%*	2.5%*	3%*	3.5%*	4%*	4.5%*	5%*
4.80	190	835	10,000	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00
7.20	290	1,250	15,000	1.50	3.00	4.00	6.00	7.00	9.00	10.00	12.00	13.00	14.00
9.60	385	1,665	20,000	2.00	4.00	6.00	8.00	10.00	12.00	13.00	15.00	17.00	19.00
12.00	480	2,085	25,000	2.50	5.00	7.00	10.00	12.00	14.00	17.00	19.00	22.00	24.00
14.50	575	2,500	30,000	3.00	6.00	9.00	12.00	14.00	17.00	20.00	23.00	26.00	29.00
16.75	675	2,915	35,000	3.50	7.00	10.00	13.00	17.00	20.00	24.00	27.00	30.00	34.00
19.25	770	3,335	40,000	4.00	8.00	12.00	15.00	19.00	23.00	27.00	31.00	35.00	38.00
24.00	960	4,165	50,000	5.00	10.00	14.00	19.00	24.00	29.00	34.00	38.00	43.00	48.00
29.00	1,155	5,000	60,000	6.00	12.00	17.00	23.00	29.00	35.00	40.00	46.00	52.00	58.00
33.50	1,345	5,835	70,000	7.00	13.00	20.00	27.00	34.00	40.00	47.00	54.00	61.00	67.00
38.50	1,540	6,665	80,000	8.00	15.00	23.00	31.00	38.00	46.00	54.00	62.00	69.00	77.00
43.50	1,730	7,500	90,000	9.00	17.00	26.00	35.00	43.00	52.00	61.00	69.00	78.00	87.00
48.00	1,925	8,335	100,000	10.00	19.00	29.00	38.00	48.00	58.00	67.00	77.00	87.00	96.00
72.00	2,885	12,500	150,000	14.00	29.00	43.00	58.00	72.00	87.00	101.00	115.00	130.00	144.00



# Resources

HOUSEHOLD INCOME Based on 40-Hour Work Week or 2080 Hours/Year				Monthly Giving to the Parish									
Hourly	Weekly	Monthly	Yearly	.5%*	1%*	1.5%*	2%*	2.5%*	3%*	3.5%*	4%*	4.5%*	5%*
4.80	190	835	10,000	4.25	8.50	12.75	17.00	21.25	25.50	29.75	34.00	38.25	42.50
7.20	290	1,250	15,000	6.25	12.50	18.75	25.00	31.25	37.50	43.75	50.00	56.25	62.50
9.60	385	1,665	20,000	8.50	17.00	25.50	34.00	42.50	51.00	59.50	68.00	76.50	85.00
12.00	480	2,085	25,000	10.50	21.00	31.50	42.00	52.50	63.00	73.50	84.00	94.50	105.00
14.50	575	2,500	30,000	12.50	25.00	37.50	50.00	62.50	75.00	87.50	100.00	112.50	125.00
16.75	675	2,915	35,000	14.50	29.00	43.50	58.00	72.50	87.00	101.50	116.00	130.50	145.00
19.25	770	3,335	40,000	16.75	33.50	50.25	67.00	83.75	100.50	117.00	134.00	150.75	167.50
24.00	960	4,165	50,000	21.00	42.00	63.00	84.00	105.00	126.00	147.00	168.00	189.00	210.00
29.00	1,155	5,000	60,000	25.00	50.00	75.00	100.00	125.00	150.00	175.00	200.00	225.00	250.00
33.50	1,345	5,835	70,000	29.00	58.00	87.00	116.00	145.00	174.00	203.00	232.00	261.00	290.00
38.50	1,540	6,665	80,000	33.50	67.00	100.50	134.00	167.50	201.00	234.50	268.00	301.50	335.00
43.50	1,730	7,500	90,000	37.50	75.00	112.50	150.00	187.50	225.00	262.50	300.00	337.50	375.00
48.00	1,925	8,335	100,000	42.00	84.00	126.00	168.00	210.00	252.00	294.00	336.00	378.00	420.00
72.00	2,885	12,500	150,000	63.00	126.00	189.00	252.00	315.00	378.00	441.00	504.00	567.00	630.00

*\*You are asked to give an equal percentage to other charities (for example — if you are giving 5% to the parish, give an additional 5% to other charities for 10% total giving). Other charities might include food pantries and other programs for the poor, missions, Catholic Stewardship Appeal, Combined Collections, United Way, Catholic Urban Academies, Saint Francis Seminary, etc.*