

Parish Stewardship 12-Month Renewal Calendar

PREPARATION PHASE:

Month 1

Each parish may use Tool Kit forms prepared by the diocese. Download items from the diocese website. Review last year's efforts. Confirm names and contact information for ministry leaders. Determine dates for parish stewardship renewal efforts and communicate to parish staff.

Month 2

Prepare and modify Time/Talent/Treasure forms from the Tool Kit. Develop a list of potential Lay-Witness speakers for Pastor's review. Finalize communication plan and annual renewal dates.

Month 3

Print materials from Tool Kit. Determine the contents of parish renewal materials for distribution (Letter from pastor, prayer card, time/talent/treasure forms, Ministry Guide, personalized envelope, return envelope). Ministry fair planning. Prepare stewardship articles for bulletins and newsletters.

Month 4

Stewardship articles in bulletin and newsletters. Contact and confirm parish ministry leaders. Finalize date and method of parish distribution of stewardship renewal information materials. Put up promotional posters and banners. Continue Ministry Fair planning. Confirm and prepare Lay Witnesses.

CALL TO COMMITMENT PHASE:

Month 5

All renewal materials available for distribution. Begin distribution of renewal packets to parishioners. Stewardship homilies. Stewardship Prayers of the Faithful. Stewardship articles in the bulletin. Finalize plans for Ministry Fair. Discuss and determine method of collecting renewal forms and follow-up.

Month 6

Give Stewardship homilies. Stewardship Prayers of the Faithful. Stewardship articles in the bulletin. Ministry Fair. Lay Witness talks. Collect forms. Pray.

FOLLOW-UP PHASE

Month 7/8/9

Compile commitment forms for Ministry Leaders and implement plan for follow-up with them. Debrief parish annual renewal process and make notes for next year. Discuss contents for the Parish Annual Report and include results of the commitment renewal.

ONGOING FORMATION PHASE

Month 10/11/12

Implement year round formation plan for parish and parish leadership. Provide opportunities for spiritual formation. Engage new parishioners. Know your parish community. Discuss how to make stewardship a way of life a year round focus of the parish. Incorporate a "stewardship message" in all activities. Review how the term "stewardship" is used in print.