

Section 1:

Developing a Stewardship Committee

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*“Each member of the Church shares in responsibility for its mission;
each is called to practice Stewardship of the Church.”*

~Stewardship: A Disciple's Response, U.S. Bishops' Pastoral Letter on Stewardship



GOD'S GIFTS *for* GOD'S PEOPLE
time, talent and treasure

Stewardship Logo

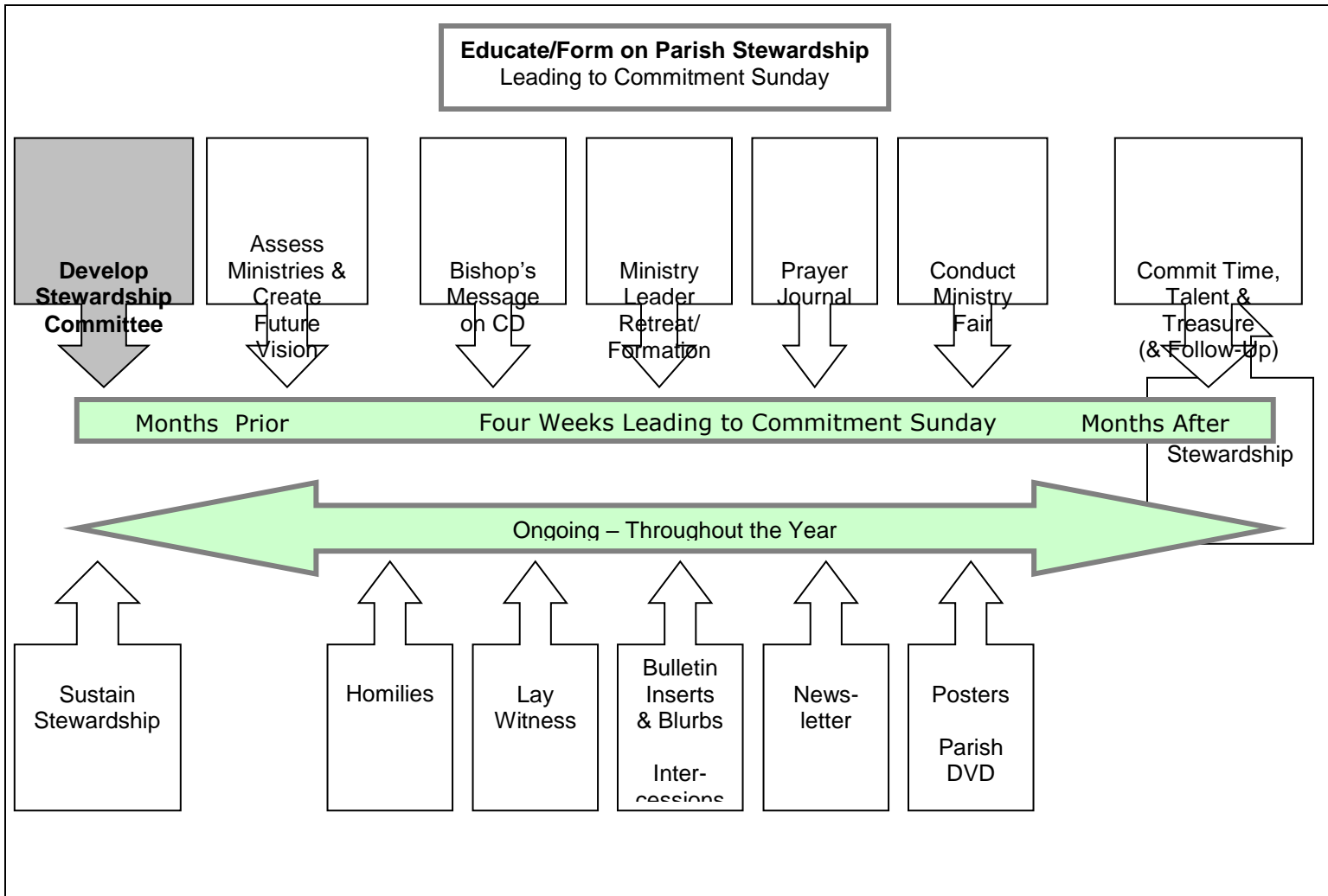
of the Catholic Diocese of Cleveland

Our logo is designed to encompass elements of the Catholic Christian's Stewardship journey. The three colored spheres signify the most common themes of Stewardship practice – time, talent, and treasure. The loop encircling the top of the cross represents the Church, where we are enabled and encouraged to live out our gifts in the hope of building God's kingdom on earth. This hope is rooted in the cross, the most basic tenet of our faith. In the death and resurrection of Jesus we are offered salvation and our place in the kingdom. Living a life of Stewardship is living fully in the knowledge that God will supply all our needs through the gift we are to each other. The beautiful font, colors, and general design combine contemporary and traditional styles which reinforce the awareness that Stewardship is an age-old but ongoing process within our Catholic lives.



GOD'S GIFTS *for* GOD'S PEOPLE
| *time, talent and treasure* |

Stewardship Roadmap



The Stewardship Manual provides a roadmap to implementing and sustaining a successful Stewardship process in a parish. The roadmap is divided into 6 sections:

1. Developing a Stewardship Committee
2. Assessing Ministries and Creating a Future Vision
3. Educating and Forming the Parish on Stewardship
4. Conducting the Ministry Fair
5. Committing Time Talent and Treasure
6. Sustaining Stewardship

Educate/Form Parish on Stewardship - Ongoing

The Manual contains 4 additional sections containing materials for:

- Appendix A – Discernment of Gifts
- Appendix B – Children's Stewardship
- Appendix C – *A Steward's Prayer and Reflection Journal*
- Appendix D – *Sunday Homilies – Forming Communities in the Spirit of Stewardship*

Each section provides an overview, suggested steps for implementation, lessons learned, tools, sample materials, and external resources that can be used to initiate and

sustain Stewardship in a parish. This section (highlighted in gray above) addresses **Developing a Stewardship Committee.**

Developing a Stewardship Committee



Stewardship Committee Overview

The Stewardship process encourages parishioners to identify their gifts, to be grateful for these gifts, to cultivate and use them responsibly, to share them lovingly in justice with others, and to return them back to God with increase. The Stewardship Committee generates ideas and implements steps needed to help parishioners better understand Stewardship and live it out in their lives.

Committee Description

The Stewardship Committee assists the pastor in developing Stewardship as a way of life in the parish, an attitude of the mind and heart that is expressed in action; emphasizing that all people, things, and experiences are gifts from God.

An active parish Stewardship Committee is an important and necessary element in designing, implementing and maintaining the parish Stewardship process. This committee is instrumental in assisting the pastor in the areas of education and formation, facilitation, communication, implementation, follow-up and evaluation of the parish Stewardship process.

Responsibilities ⁽¹⁾

Stewardship Committee responsibilities will vary based on each parish's needs and situation, but should include some or all of the following:

- Assist the pastor and parish leadership in the overall design, implementation and evaluation of the parish Stewardship process.
- Develop a comprehensive timetable and related procedures to facilitate the annual renewal process.
- Pursue available forms of communication to build awareness of Stewardship and parish activities, such as bulletins, parish web-site, newsletters, witnesses, ministry fair, town hall meetings, homilies, etc.
- Coordinate Stewardship efforts with the parish welcoming program.
- Maintain a catalogue of parish ministries and organizations.
- Review and revise, if necessary, the parish time, talent and treasure commitment forms to be sure they appropriately represent the mission, ministries, activities, and structure of the parish.
- Consider format and use of youth time and talent commitment forms.

(1) Adapted from the Diocese of Wichita.



Developing a Stewardship Committee

- Host periodic Stewardship presentations to parish leadership explaining Stewardship in general, the parish renewal process and the importance of Stewardship in the parish community.
 - Work with the parish finance council relative to their role in receiving, recording and monitoring annual parishioner treasure commitments, if applicable.
 - Prepare letters, envelopes and other materials to be included in the annual renewal communication and invitation from the pastor.
 - Assist in seeking and selecting speakers for personal Stewardship witness presentations.
 - Recruit volunteers, if necessary, to assist the Stewardship Committee in the preparation, assembly, mailing, and/or other distribution of Stewardship materials and commitment forms.
 - Design and implement a timely thank you process to all parishioners who complete and remit commitment forms.
 - Send reminder letters to all parishioners who did not complete and remit commitment forms.
 - Promptly compile and distribute lists of volunteers to all parish/school ministry leaders.
 - **Work with the appropriate parish commissions and parish groups to ensure that those who volunteer are contacted and invited to become involved.**
 - Evaluate parish Stewardship and awareness efforts on an annual basis.
-

Key Tasks:

There are a number of key tasks involved in performing the work of the Stewardship process. Depending on a parish's organization and active ministries, these key Stewardship activities may be performed by members of the committee or by drawing on the resources of other parish organizations. For example, Parish Pastoral Council may coordinate the Ministry Fair, the Finance Council may coordinate the commitment card distribution and data entry/analysis activities, etc.

The key Stewardship Committee activities include:

- **Leadership Retreat Coordination** – coordinating the invitation of all parish leaders (Stewardship Committee, Parish Pastoral Council, Finance Council, all Ministry Leaders, and Parish Staff) to the Stewardship Leaders' Retreat. Duties also include ensuring the execution of all plans the Stewardship Committee establishes for the retreat such as publicity, food, music, site preparation, worship aids, etc.
- **Mailing Coordination** – coordinating the assembly and mailing of all Stewardship related mailings by the date assigned. These mailings will include the commitment card mailing with accompanying material, reminder letters, thank you letters, and other occasional mailings relating to Stewardship. The assembly will include labeling and stuffing envelopes and arranging for the mail to get to the post office.
- **Education Coordination** – designing, creating and distributing educational material pertaining to Stewardship. The creation of this material would need to be done so that the design would carry through on all materials including the ministry catalogue, prayer journal, bulletin inserts, bulletin blurbs, etc. Consideration may be given to using a different theme each year.



Developing a Stewardship Committee

- **Lay Witness Coordination** – ensuring the selection and coordinating the scheduling of a lay witness at each Mass prior to Commitment Weekend. Duties also include providing the training/guidelines to the lay witnesses.
 - **Ministry Assessment and Coordination** – conducting a process to determine the purpose, viability, and need for resources in each ministry. This information is used to envision the role each ministry plays in the future work of the parish. It also provides the verbiage needed for compiling the ministry catalogue.
 - **Ministry Fair Coordination** – communicating this event to the ministry leaders and all in the parish. Duties include determining a theme, coordinating refreshments, publicity, site preparation and ensuring ministry leaders have the information they need to allow for their maximum participation.
 - **Commitment Card Coordination and Data Analysis** – coordinating the hand-out of commitment cards before each Mass on Commitment Weekend; entering pledges of time, talent and treasure from all returned commitment cards into an appropriate data base; and summarizing all pledge information once entered. Duties also include printing the appropriate reminder letters and thank you letters, which include the families' pledges, for the Mailing Coordinator to send.
 - **Follow Up Coordination** – creating lists of “parishioners interested in joining” for each parish ministry after the data has been entered by the Commitment Card Coordinator. The Follow Up Coordinator will then distribute the respective lists to the ministry leaders along with an explanation for the leaders to invite the “newly interested” to their next ministry meetings. The Follow Up Coordinator will arrange for feedback from the ministry leaders as to the success in their follow up with newly interested parishioners and will maintain communication with the leaders until all follow up is completed.
 - **Newsletter Coordination** – providing Stewardship related stories to the newsletter editor. These suggestions will include stories about active ministries in the parish, specific individual stewards in action, and general formational material on the spirituality of Stewardship.
-



Developing a Stewardship Committee

Membership

Experience reflects that the composition of the parish Stewardship Committee directly corresponds with the success of the parish Stewardship effort.

Key considerations in determining Stewardship Committee membership include:

How many members should be in the committee?

- The Stewardship Committee should have enough members to guarantee representation from the diverse membership of the parish, while ensuring that it is small enough to effectively come to consensus and make decisions.
- Typical groups range in size from 10-12 members, but will vary based on the specific objectives and activities of the group.

What are the typical committee member commitments?

- *Time Commitment* – One meeting a month plus participation on one other key task, special project or event
- *Prayer Commitment* – Reflect and pray about Stewardship
- *Educational/Formational Commitment* – Learn about the spirituality of Stewardship
- *Group Process Commitment* – Willingness to work in a group process of prayer, consensus building and planning
- *Duration of Commitment* – Variable, but generally two - three years.

Who should be on the committee?

- Membership will vary, but should include the pastor along with some combination of staff and parishioners including representatives from Parish Pastoral Council, Finance Council, Parish Commissions/Ministries, Parish Day School, and other parish members with a past or emerging interest in Stewardship.
 - Membership should consist of a balanced group of males/females, age groups, single/married, and provide representation from the diverse membership of the parish.
-



Developing a Stewardship Committee



Getting Started

Keys to starting an effective Stewardship Committee include (1) identifying and inviting committee members, (2) conducting initial meetings to form the group and set its initial goals, and (3) organizing the group's efforts to accomplish those goals.

Identifying and Inviting Members

The first step in starting a Stewardship Committee is for a small leadership group (usually the pastor and 2-3 parishioners/staff members) to discern the desired committee member characteristics and a list of parish members who fit them. Typical Stewardship Committee characteristics include:

- Spiritually motivated
- Willing to be actively involved in the parish
- Exemplifying Stewardship by their own gifts of time, talent and treasure
- Able to envision the benefits of being a Stewardship parish
- Good communication skills
- Accountable
- Good organizational skills
- Comfortable working in groups and building consensus
- Willing to share their faith with others
- Knowledgeable of the spiritual, educational and social ministries and activities within the parish
- Not already overextended in their work in the parish.

Example 1.1 (page 14) provides a checklist to assist in identifying potential members.

Invitations to potential Stewardship Committee members can be done in a number of ways including written or phone invitations from the pastor, calls from committee members, and pulpit or bulletin announcements. Current Stewardship Committee experience indicates that the most effective invitations are personal invitations and when possible, are extended by the pastor. Examples of invitations via call, letter, and bulletin announcement are included in the example segment of this section of the manual:

- *Example 1.2. (pages 15-16)* - Request for interested parishioners via bulletin announcement
- *Example 1.3 (page 17)* - Pastor invitation
- *Example 1.4 (page 18)* - Letter from pastor with invitation to meeting to learn more about Stewardship, leading to recruitment of new members.

As a final step in identifying committee members, the leadership group should consider conducting an orientation session so that potential candidates may gain an understanding of what will be expected of them before they make a commitment to participate. *Example 1.5 (page 19)* contains a sample agenda for that orientation session.



Developing a Stewardship Committee

Conducting Initial Meetings

Each Stewardship Committee meeting should be planned, including agenda, intended outcomes, and assigned responsibilities for agenda items. Initial meetings should focus on member formation, group development, and goal setting. Subsequent meetings should focus on organizing the work of the committee to achieve its near term goals and objectives.

When planning initial Stewardship Committee meetings, consider the following:

- To help others along the journey of discipleship, it will be important for committee members to be able to reflect on and articulate their own sense of discipleship.
- The committee is not just task oriented, but also very concerned with the personal, spiritual growth of its members.
- Dedicate part of each meeting to prayer and faith sharing among members.
- Discern a committee chairperson – someone who has the gifts/skills necessary to help form and lead the initial committee into becoming a cohesive and productive group.
- Make use of available materials and resources on Stewardship, including: U.S. Bishops' Pastoral: *Stewardship: A Disciple's Response*, Diocesan Materials, and Stewardship Web-Sites. (See Additional Resources and Websites (pages 23-25) for ideas.
- Don't be discouraged easily – the process of adapting Stewardship as a way of life in the parish takes time, and grows over generations.

Example 1.6 (pages 20-21) contain initial meeting outlines for 2 sample parishes. The outlines are also listed below:

Sample Parish 1

- **First Meeting Outline:**
 - Opening Prayer – Every meeting should start with a prayer
 - Welcome the new committee and have everyone introduce themselves.
 - Introduce the concept of Stewardship as a way of life.
 - Establish a meeting calendar for the year – The committee should meet every month for the first year.
 - Discern a Chairperson and secretary, if this has not been done already.
 - Decide when your first Commitment Weekend will occur – this will determine the calendar for tasks to be accomplished prior to this weekend.
 - Give homework for spiritual formation – Meetings need to be formative. Starting with an in-depth review of the Bishops' pastoral letter *Stewardship: A Disciple's Response*, is a good first resource to use. It thoroughly explains the concept of Stewardship as a way of life. This will take several meetings to go through. Ask someone to take responsibility for leading the discussion at the next meeting.
 - Open the floor for questions
 - Give the next meeting date, thank everyone for coming and adjourn the meeting.



Developing a Stewardship Committee

- **Second Meeting Outline:**

- Opening Prayer
- Review homework for spiritual direction – This should take 15-20 minutes.
- Review the tasks necessary to create Commitment Weekend and a monthly calendar outlining each task and when it needs to be completed. Include tasks such as leadership retreat, mailings, newsletter stories, ministry assessments, creating a ministry catalogue, ministry fair, commitment card process, follow up, and data analysis.
- Committee sign-up to be responsible for or participation in one of the major tasks of Commitment Weekend. (See *Key Tasks*, page 5-6, to assist in understanding.)
- Review the steps necessary to establish a newsletter – create a subcommittee to establish it.
- Give homework – Meetings need to be formative. Ask someone to take responsibility for leading the discussion at the next meeting.
- Open the floor for questions
- Give the next meeting date, thank everyone for coming and adjourn the meeting.

- **Third (and Beyond) Meeting Outline:**

- Opening Prayer
- Review homework for spiritual formation – This should take 15-20 minutes.
- The bulk of the meeting will be discussing any of the following:
 - Current tasks in process leading up to Commitment Weekend
 - Review the follow up to Commitment Weekend
 - Review the process just completed for Commitment Weekend and make necessary changes for the coming year
 - Review the contents of the newsletter to make sure it has a Stewardship as a way of life connotation running through the articles.
- Give homework for spiritual formation – Meetings need to be formative. Ask someone to take responsibility for leading the discussion at the next meeting.
- Open the floor for questions
- Give the next meeting date, thank everyone for coming and adjourn.

Sample Parish 2

- **First Meeting Outline:**

- Prayer, scripture reflection (e.g. Read one chapter out loud of the Bishops' Pastoral Letter: *Stewardship – A Disciple's Response*. Discussion following the reading should be led by Pastor).
- Begin with open discussion. Using questions such as: "What are your hopes for the work of this committee? What should be areas of focus for this committee?"
- Consolidate and group ideas from above discussion.



Developing a Stewardship Committee

- **Second (and Beyond) Meeting Outline:**

- Prayer, scripture reflection (e.g. Read one chapter out loud of the Bishops' Pastoral Letter: *Stewardship – A Disciple's Response*. Discussion following the reading should be led by Chairperson).
 - Determine Committee Goals (based on prioritization of grouped ideas from last meeting).
 - Develop one, two or three short and long term goals.
 - Design specific objectives to achieve each goal.
 - Begin implementation of objectives.
-

Creating Committee Work Groups

Upon completion of the initial meetings and upon the development of the committee's specific goals, the committee should be organized into work groups to act on and accomplish those goals. Typical work groups would be organized according to the *Key Tasks* section of this manual, page 5-6.



Developing a Stewardship Committee



Lessons Learned (Tips and Tricks) (2)

Lessons learned in starting and maintaining an effective Stewardship Committee include:

- **Keep Focused** – Sometimes Stewardship Committees take on too much and lose sight of their original purpose. It is important that the committee understand the ministries and activities needed to enhance vibrancy of the parish, but should not sacrifice its primary purpose to help plan and coordinate the parish’s Stewardship and renewal efforts.
- **Set Realistic Goals** – Aside from routine functions of the committee, set short and long term goals and don’t set more than two or three at a time. Goals should be realistic, achievable, measurable, specific, and focused. For instance, “Our parish will begin a gift discovery in January by conducting quarterly gift discernment workshops for new parishioners and families.”
- **Be Clear** – Position descriptions are helpful for all ministries in the parish. These tools help clarify expectations, responsibilities, the gifts needed, and the time commitment involved for a particular ministry position.
- **Communicate** – A main function of the Stewardship Committee is to communicate the language of Stewardship spirituality throughout the parish. Many parishes have a communications subcommittee component that utilizes (and sometimes produces) various communications media in the parish.
- **Meet Regularly** – Effective Stewardship Committees meet regularly, monthly or bimonthly, to sort out and implement the parish’s Stewardship plan. And, they have a plan for each meeting.
- **Reflect Diversity** – The best Stewardship Committees reflect the demographical diversity of the parish (e.g. age, culture, language). Also, good committees have people who share a common vision yet bring their own thinking process and ideas to the table.
- **Prayer and Study** – Great Stewardship Committees plan part of their time together to include prayer and shared reflection on scripture and Stewardship spirituality.
- **Align with Parish Pastoral Council** - The Stewardship Committee should, within some structure of accountable manner, be affiliated with the parish pastoral council, rather than the finance council, to emphasize that Stewardship is a “way of life” and not a “way to raise money.”
- **Create a Budget** – It will be helpful to plan for annual expenses related to coordinating Stewardship Committee activities such as the ministry fair, newsletters, prayer journals, mailings, etc. *Example 1.7 (page 22)* contains a budget template for estimating Stewardship Committee expenses.

(2) Used with permission from the Diocese of Rockville Centre

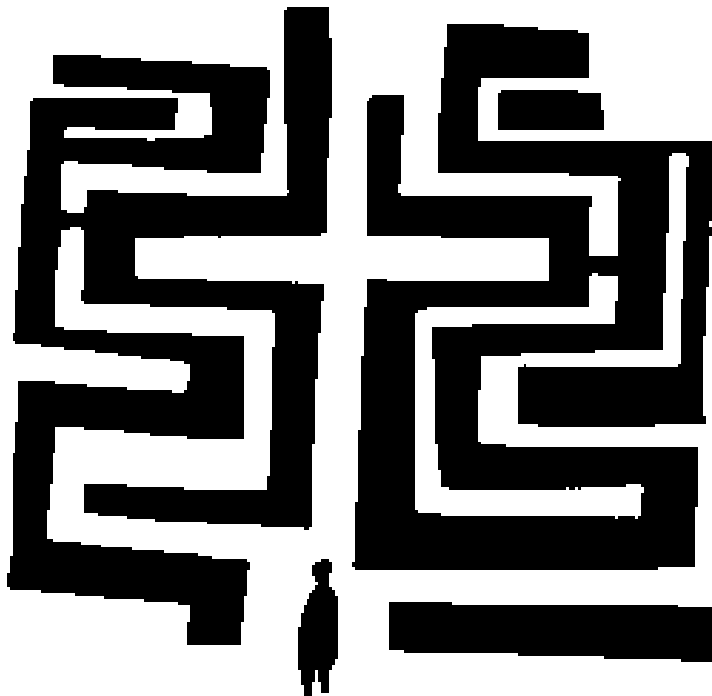




Examples and Templates

Included in this section are sample materials for your reference, adaptation and use in developing a Stewardship Committee in your Parish. Included here are:

- 1.1. Your Take Home Stewardship Implementation Checklist
- 1.2. Sample bulletin insert seeking Stewardship Committee Members
- 1.3. Pastor's Invitation
- 1.4. Letter from the pastor as an invitation to an orientation meeting to learn more about Stewardship
- 1.5. Sample agenda for orientation meeting about Stewardship, leading to recruitment of new members
- 1.6. Examples of Stewardship Committee Agendas
- 1.7. Budget templates



Developing a Stewardship Committee

Example 1.1.

Your Parish Take Home Stewardship Implementation Checklist

1. Who should be on our Stewardship Committee - members, leadership, support?

Check any of the following that apply:

a) Members:

- Pastor
- Parish Pastoral Council Representatives: _____
- _____
- Finance Council Representatives: _____
- _____
- Parish Staff Representatives: _____
- _____
- Others: _____
- _____

b) Leadership: Who will lead or chair the actual Stewardship meetings?

c) Support:

- What other people (parishioners, groups, outside people) should be involved in the Stewardship process?

- What information or support is needed from these different people?



Example 1.2.

Bulletin Insert, side 1

Can You Help?

The Spirit is given to each of us for the good of all of us.

Corinthians 12:7

Stewardship Committee Members needed...

- *Time Commitment – One meeting a month plus one other special project/event*
- *Prayer Commitment – Reflect and pray about Stewardship*
- *Educational Commitment – Learn about the spirituality of Stewardship within the time spent on the Stewardship Committee*
- *Group Process Commitment – Willingness to work in a group process of prayer, consensus building and planning*
- *Duration of Commitment – two to three years*

Please review the discernment information which accompanies this form.

.....

I offer my services as a member of the Stewardship Committee.

Name _____

Phone: Day _____ Evening _____ Email _____



Developing a Stewardship Committee

Example 1.2 (cont.)

Bulletin Insert, side 2

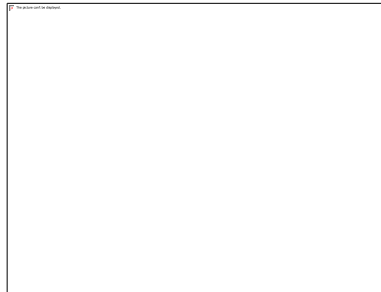
STEWARDSHIP COMMITTEE MEMBER DISCERNMENT PROCESS

All persons interested in serving on the Stewardship Committee are asked to review these questions as part of their personal discernment prior to making their commitment to serve on the Stewardship Committee.

1. Present parish involvement:
2. How much time can you realistically devote to this commitment?
3. What gifts or talents do you bring to this position?
4. If you have family commitments, how would/does your family feel about this commitment?
5. Have you had an opportunity to pray about this commitment?
6. Do you have any questions?



Example 1.3.



Pastor's Invitation

This is the most effective way to build your committee. When a pastor personally invites parishioners they know he has considered and values the gifts they have to offer.

Consider the following points when choosing whom to call and invite to join the Stewardship Committee:

- People who understand the need to grow in their faith
- Those active in liturgy at Sunday Mass but not overly involved elsewhere, e.g. Eucharistic ministers, lectors, greeters, ushers, sacristans, etc.
- Daily communicants
- A balanced group – a mixture of ages, men and women, ethnic groups, etc.
- People who are willing to roll up their sleeves and do practical work. This kind of help will be needed with setting up the ministry fair, making phone calls, etc.
- Don't ask people who are already overextended in their work in the parish



Developing a Stewardship Committee

Example 1.4.

Letter from the pastor as an invitation to a meeting to learn more about Stewardship, leading to recruitment of new members

Parish Letterhead

We are beginning a journey of developing Stewardship at _____ Parish. It is a process, and indeed a way of life, which has deep theological and Gospel underpinnings that instill a broad sense of personal, spiritual and communal commitment within each of us to follow Christ. This initiative will emphasize the spiritual role of Stewardship principles in dedicating oneself as Christ's disciple to developing our gifts of time, talent and treasure for Christ's work.

Your name has been recommended from a meeting of our Parish Pastoral and Finance Council members to be invited to attend an orientation meeting for key lay leaders of our parish to hear the principles on the Stewardship initiative. After the meeting we will ask you to go through a discernment process, to decide if you will participate on the Stewardship Committee or on one of the sub-committees being established to implement the process.

I have asked several of our lay leaders from the *parish groups (e.g. Parish Pastoral Council, etc.)* to assist me in establishing this committee. One of these parishioners, *insert names*, will be calling you at home to confirm your availability to attend our Lay Leaders Orientation on Stewardship on *date*, at *time*, in the *meeting room place*. Once established, our Stewardship Committee will then join other parish Stewardship Committees and the Diocesan Stewardship Office to further review the process for this initiative.

I pray that you will find the time to attend this critical meeting and join us in our journey with Christ as his disciples and good stewards.

Yours in Christ,



Developing a Stewardship Committee

Example 1.5.

Sample agenda for orientation meeting about Stewardship, leading to recruitment of new members

Stewardship Orientation for Parish Leaders

AGENDA

Date

1. Introduction of Stewardship Initiative

- a. *Pastor's name inserted* explanation of Stewardship, focusing on the spirituality of it and its biblical rooting (consider using the DVD of Fr. Edward Estok speaking on the *Spirituality of Stewardship*)
- b. *Assisting lay leader's name* explanation of the process to be followed in developing Stewardship
 - i. *Education and Formation of the Parish*
 - ii. *Newsletters*
 - iii. *Mailings*
 - iv. *Ministry Assessment and Future Vision*
 - v. *Ministry Fair and Ministry Catalogue*
 - vi. *Lay Witnesses*
 - vii. *Homilies with a Stewardship Theme*
 - viii. *Commitment Weekend*
 - ix. *Data Analysis*
 - x. *Follow Up*

2. Questions/Answers



Developing a Stewardship Committee

Example 1.6.

Examples of Stewardship Committee Meeting Agendas

First Meeting

- ❖ Opening Prayer – Every meeting should start with a prayer
 - Have the pastor say a prayer of blessing for the group or choose an appropriate prayer to be recited by all.
- ❖ Welcome the new committee and have everyone introduce and talk a little about themselves e.g. Why they are on the committee and what their hopes are for it.
- ❖ Introduce the concept of Stewardship as a Way of Life.
 - Talk about the concept, use a Stewardship video tape (available from the Stewardship Office) and pass out a copy of the Bishops' pastoral letter *Stewardship: A Disciple's Response* for everyone. (It can be ordered from the United States Conference of Catholic Bishops Office, on-line at USCCB.org)
- ❖ Establish a meeting calendar for the year – The committee should meet every month for the first year.
- ❖ Discern a Chairperson and secretary, if this has not been done already.
 - The Chairperson will prepare the agenda and run the meeting
 - The secretary will take minutes of the meeting and email them to the group before the next meeting.
- ❖ Decide when your first Commitment Weekend will occur – this will determine the calendar for tasks to be accomplished prior to this weekend. (It takes a minimum of 3 months to plan)
- ❖ Give homework – Meetings need to be formative.
 - Starting with an in-depth review of the Bishops' pastoral letter *Stewardship: A Disciple's Response*, is a good first resource to use. It thoroughly explains the concept of Stewardship as a way of life. This will take several meetings to go through. Ask someone to take responsibility for leading the discussion at the next meeting.
- ❖ Open the floor for questions
- ❖ Give the next meeting date, thank everyone for coming and adjourn the meeting.



Developing a Stewardship Committee

Example 1.6. (cont.)

Second Meeting

- ❖ Opening Prayer
- ❖ Review Homework – This should take 15-20 minutes
- ❖ Review the tasks necessary to create Commitment Weekend and a monthly calendar outlining each task and when it needs to be completed. Include tasks such as leadership retreat, mailings, newsletter stories, ministry assessments, creating a ministry catalogue, ministry fair, commitment card process, follow up, and data analysis.
- ❖ Committee sign-up to be responsible for or participation in one of the major tasks of Commitment Weekend.
- ❖ Review the steps necessary to establish a newsletter – create a subcommittee to establish it.
- ❖ Give homework – Meetings need to be formative. Ask someone to take responsibility for leading the discussion at the next meeting.
- ❖ Open the floor for questions
- ❖ Give the next meeting date, thank everyone for coming and adjourn the meeting.

Third (and Beyond) Meeting

- ❖ Opening Prayer
- ❖ Review homework
- ❖ The bulk of the meeting will be discussing any of the following:
 - Current tasks in process leading up to Commitment Weekend
 - Review the follow up to Commitment Weekend
 - Review the process just completed for Commitment Weekend and make necessary changes for the coming year
 - Review the contents of the newsletter to make sure it has a “Stewardship as a way of life” connotation running through the articles.
- ❖ Give homework – Meetings need to be formative. Ask someone to take responsibility for leading the discussion at the next meeting.
- ❖ Open the floor for questions
- ❖ Give the next meeting date, thank everyone for coming and adjourn



Developing a Stewardship Committee

Example 1.7.

Budget Template to help estimate costs of Stewardship expenses

What are the financial costs involved? (cost estimates for various options)

Postage:

	Bulk Rate	First Class
<input type="checkbox"/> Educational Materials	\$ _____	\$ _____
<input type="checkbox"/> Commitment Materials	\$ _____	\$ _____
<input type="checkbox"/> "Thank You" letters for those participating	\$ _____	\$ _____
<input type="checkbox"/> Reminder Letters	\$ _____	\$ _____
Total Postage		\$ _____

Educational Materials (purchased)

<input type="checkbox"/> To be a Christian Steward (\$.60 each) - USCCB	\$ _____
<input type="checkbox"/> Stewardship and Young Adults (\$12.00 for 25) - USCCB	\$ _____
<input type="checkbox"/> Living Catholic Stewardship: Joyful Generosity (\$.06 each) - OSV	\$ _____
<input type="checkbox"/> Other	\$ _____
Total Purchased Educational Materials	\$ _____

Printing:

<input type="checkbox"/> Bulletin inserts (# of inserts x bulletins)	\$ _____
<input type="checkbox"/> Prayer Journals	\$ _____
<input type="checkbox"/> Letter to parishioners	\$ _____
<input type="checkbox"/> Commitment cards	\$ _____
<input type="checkbox"/> "Thank You" letters	\$ _____
<input type="checkbox"/> Reminder cards / letters	\$ _____
<input type="checkbox"/> Other printing expenses: (list)	\$ _____
Total Printing cost:	\$ _____

Supplies:

<input type="checkbox"/> Paper	\$ _____
<input type="checkbox"/> Envelopes	\$ _____
<input type="checkbox"/> Other miscellaneous supplies: (list)	\$ _____
Total Supplies cost:	\$ _____

Professional Services:

<input type="checkbox"/> Data entry service for Stewardship commitment information	\$ _____
<input type="checkbox"/> Other miscellaneous professional service expenses: (list)	\$ _____
Total Professional Services cost:	\$ _____

Miscellaneous Expenses:

<input type="checkbox"/> Other expenses not figured into above categories: (list)	\$ _____
Total Miscellaneous Expenses:	\$ _____

ESTIMATED TOTAL COST OF Stewardship Implementation: \$ _____ *

*Budget the actual cost of the project to be at least 25% higher than the "estimated total cost"



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ADDITIONAL RESOURCES AND WEB SITES ON STEWARDSHIP

http://dioceseofcleveland.org/index.php?option=com_content&task=view&id=129&Itemid=255

Link to the Catholic Diocese of Cleveland Stewardship Office.

<http://www.catholicstewardship.org/en/index.html>

Link to the International Catholic Stewardship Council.

www.diometuchen.org/stewardshipoffice/prayer_treasures.htm

Link to Diocese of Metuchen --resources for weekly scripture selections based on stewardship themes

<http://www.stewardshipli.org/>

Link to Diocese of Rockville stewardship page, with many free downloadable resources.

www.nccbuscc.org

Link for a variety of resources on stewardship and other topics from the US Bishops Conference.

<http://www.archstl.org/stewardship/whatis/inserts.html>

Link to the Archdiocese of St. Louis, and in particular, their bulletin inserts regarding weekly stewardship themes.

http://www.cdowk.org/stewardship_development/about_stewardship.shtml

Link to the Diocese of Wichita stewardship page with free downloadable resources.

<http://kingdomassignment.com/welcome/#>

Link to learning more about this incredible journey of parishioners sharing gifts. St. Barnabas Parish in Northfield has had a remarkable experience with this approach.

<http://livingfaithatwork.org>

Link to a Catholic perspective and suggestions for fostering faith at work.

Useful Web sites for personal prayer/study:

www.centeringspace.org/

www.creativecommunications.com

This link leads to publications for use in parishes, particularly products to enhance the liturgical worship and personal devotional life for Catholic parishes. Their catalogs include hundreds of Christian print and electronic media products.

www.creighton.edu/CollaborativeMinistry/online.htm



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dioceseofcleveland.org/index.php?option=com_content&task=blogcategory&id=25&Itemid=107

www.henrinouwen.org/home/free_eletters/

www.nccbuscc.org/nab/index.htm

www.jesuit.ie/prayer/index.htm

www.praythenews.com

www.sacredspace.ie/

www.universalis.com

www.vatican.va

Related DVDs available to borrow from the Catholic Diocese of Cleveland Stewardship Office (call 216-696-6525 and ask for the Stewardship Office)

NOOMA, “*Rich*”, an engaging 10 minute DVD about the need to share our gifts with the larger world.

RSI Catholic Services Group, “*Reflections on the Pastoral Letter*”, an enlightening DVD featuring the late Archbishop Thomas J. Murphy who shares his experiences of chairing the Bishops’ committee that wrote the USCCB Pastoral Letter – [Stewardship – A Disciple’s Response](#).

Books, articles and other links related to Stewardship

Buckingham, Marcus and Donald O. Clifton, [Now, Discover Your Strengths](#), New York: Free Press, 2001.

Buckingham, Marcus, [First, Break All the Rules](#) (see www.gallup.com).

Catholic Diocese of Cleveland, Evangelization Office, 1404 E. Ninth Street, Cleveland, OH, 44114 or call 216-696-6525. [All Are Welcome – A Manual for Parish Hospitality](#).

Champlin, Joseph, M, [A Way of Life](#), Collegeville, Minnesota: Liturgical Press, 2004 or go to <http://www.litpress.org/Detail.aspx?ISBN=0814630065>.

Clements, Justin C., [Stewardship – A Parish Handbook](#), Liguori, Missouri: Liguori Publications, 2000 or go to www.liguori.org.

Conway, Daniel, [Stewardship in America – A Countercultural Way of Life](#), Indianapolis, Indiana: Saint Catherine of Siena Press, 2006 or go to www.saintcatherineofsienapress.com.



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Conway, Daniel, What Do I Own and What Owns Me?, Mystic, CT: Twenty-Third Publications, 2005 or go to www.twentythirdpublications.com.

Diocese of Wichita, 424 N. Broadway, Wichita, KS 67202; Four Pillars of Stewardship, invites parishioners to experience, witness and live the stewardship way of life in response to their baptismal call to discipleship or go to http://www.cdowk.org/stewardship_development/stewardship_pillars.shtml.

Diocese of Saginaw, 5800 Weiss St., Saginaw, MI 48603; <http://www.saginaw.org/> Little Burgundy Book on Stewardship – scriptural reflections on stewardship.

Heart to Heart Communications, 40 University Avenue, Akron, OH 44308, 330-434-3278 or go to www.H2HC.org (good resource for information on applying faith to work issues).

Hendricks, Kathy, Everything About Parish Ministry I Wish I Had Known, Mystic, CT: Twenty-Third Publications, 2002 or go to www.twentythirdpublications.com.

Hueckel, Sharon, Stewardship by the Book (Bulletin bits based on the Sunday readings), Huntington, IN: Our Sunday Visitor, 2004 or go to www.osv.com.

International Catholic Stewardship Council, 1275 K Street, N.W., Suite 980, Washington, DC 20005-4006, call 1-202-289-1093 or go to www.catholicstewardship.org.

Leider, Richard J. and Shapiro, David, Whistle While You Work: Heeding Your Life's Calling, San Francisco: Berrett-Koehler Publishers, Inc.

Lenahan, Phil, 7 Steps to Becoming Financially Free, Huntington, Indiana: Our Sunday Visitor, 2007 or go to www.osv.com.

Mahan, Daniel J., More Than Silver or Gold – Homilies of a Stewardship Priest, Indianapolis, Indiana: Saint Catherine of Siena Press, 2005 or go to www.morethansilverorgold.com.

Morris, Danny, and Olsen, Charles, M., Discerning God's will Together: A Spiritual Practice for the Church Nashville: Upper Room Books, 1997.

Nouwen, Henri J.M., The Spirituality of Fundraising, New York: Estate of Henri J.M. Nouwen Society, 2004 or go to <http://www.henrinouwen.org/home/booklet/> for a free booklet.

Our Sunday Visitor publishes many different resources on Catholic Stewardship. Go to <http://www.osv.com/MiscNav/AdvancedSearch/SearchResults/tabid/97/Default.aspx?Search=Stewardship&Scope=B>.

Paprocki, You Give them Something to Eat, Notre Dame, Indiana: Ave Maria Press, 1998.

Petro, Vicky and Palencar, Lee, Spiritual Gifts Experience is a Gifts Discernment workshop and workbook that is foundational to living and grooming exceptional stewardship. Call Vicky Petro for details and to schedule a presentation for your parish or group. at 440-506-0811.
U.S. Catholic Bishops, Office of Publishing and Promotion Services.



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Call 1-800-235-8722 or go to www.nccbuscc.org Numerous resources including: Stewardship – A Disciple’s Response (A Pastoral Letter on Stewardship); Called and Gifted for the Third Millennium, reflections of the U.S. Catholic Bishops on the Thirtieth Anniversary of the Decree on the Apostolate of the Laity, and Global Climate Change, a religious and moral perspective on the need for environmental protection.

Warren, Rick, The Purpose Driven Life, Grand Rapids, Michigan: Zondervan, 2002 or go to www.zondervan.com.

Winesman, Albert L., Clifton, Donal, O., and Liesveld, Curt, Living your Strengths, New York: Gallup Press, 2003-2004.

Zech, Charles E., Why Catholic Don’t Give...And What Can Be Done About It, Huntington, Indiana: Our Sunday Visitor, 2006.

