

Stewardship Commitment Process

Example 5.7.

Commitment Card – Children/Youth

People of all ages are called to care for and share God's gifts. The time that we have been given here on earth, the skills and talents we have developed, and all of the material possessions come to us from God as precious and irreplaceable gifts - to be cherished, nurtured, shared, and returned with increase to the Lord.

This message must be conveyed to the children and youth. One way to go about doing this is through the use of a separate Stewardship renewal intention card designed specifically for children and youth. When they reflect, plan, and then fulfill the commitments that they have made, they take a step on the Stewardship journey. In order to help the children and youth develop an attitude of gratitude that is central to Stewardship, the card must include ministries and activities that are appropriate for every age. The sample below must be customized to reflect the actual opportunities and needs of the parish. Just as with any intention card received by the parish, the data must be recorded and the children and youth must be contacted for participation.

Stewardship Renewal Intention for Children and Youth		
Name <i>(e.g. Christopher)</i>	Ministries from list below <i>(e.g. 100, 109)</i>	Other ways I will Use my gifts <i>(e.g. babysit for a couple in need free of charge)</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
100. Cross Bearer	106. Altar Server	112. Help a neighbor or relative
101. Lector	107. Children's Church	113. Care for the environment
102. Minister of the Eucharist	108. Children's Church Assistant	114. Parish Facilities Clean-up
103. Hospitality Minister	109. Vacation Bible School	115. Write cards & letters to sick and homebound
104. Youth Choir	110. Vacation Bible School Volunteer	
105. Gift Bearer	111. Special Needs Volunteer	

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Stewardship Commitment Process

Example 5.8.

Side 1

Automated Offering Plan Form – Sample 1

(PARISH NAME)

GROWING IN OUR UNDERSTANDING OF TIME, TALENT AND TREASURE



NEW AUTOMATIC OFFERING PLAN

About Electronic Giving

The (PARISH NAME) Automatic Offering Plan is a safe, convenient and reliable way to make your contributions using electronic transfer. Similar to programs offered by banks, telephone, insurance and utility companies, your contributions are automatically withdrawn from a regular checking account from any bank or credit union. It's 100% safe and you can cancel or change your contributions at any time. Best of all, it saves you time, and helps us keep track of our budget through the year.

This new program is a convenience for Parishioners who choose to participate. The benefits to you are:

- ▶ **Commitment** Helps you give your first fruits, instead of what is left over.
- ▶ **Consistency** Ensures that your vital contribution makes it to church, even when you can't.
- ▶ **Simplified** Hassle free, as you don't need to write checks.
- ▶ **Flexible** Allows you to change your amount at any time (maximum of 3 changes per calendar year).
- ▶ **Convenience** Gives you an easy and direct way to make your stewardship contribution.

How the Program Works

If you decide to take part in the program:

1. Fill out the adjoining form and return it to the parish office by mail or in your weekly envelope. Be sure to attach a voided check to the enrollment form. We will be unable to process your enrollment without it.
2. Parish staff will input your request and contact the necessary financial institutions.
3. Beginning on the payment option and start date you select, your contribution will be electronically withdrawn from your account and deposited into the parish bank account.
4. You will receive new envelopes that will allow you to select: I gave electronically.

Please note: This program is only for **regular offertory contributions**. Contributions for Special Collections will continue to be made by writing checks or using cash and enclosing them in the special envelopes.

----- Detach Here -----

AUTOMATIC OFFERING FORM

Please fill out the simple 4-step form, and mail or place in the collection basket.

ALL INFORMATION WILL REMAIN CONFIDENTIAL

1. Offertory Amount

I/We would like to contribute to the mission of (PARISH NAME) Parish in the amount of \$ _____ to be paid:

- Weekly** - Each Friday
- Semi-monthly** - 1st and 15th of each month (or closest banking day)
- Monthly** - 1st Day of Month (or closest banking day)

2. Personal Information

Last Name _____ First Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Envelope Number _____

(OVER)



Stewardship Commitment Process

Example 5.8(cont'd).

Side 2

Frequently Asked Questions

Do I have to participate in this program?

No, but it is highly recommended. This plan is offered to help you give of your first fruits, which in turn benefits the whole parish.

When will withdrawals begin?

Approximately 2-3 weeks for automatic transactions to begin.

What time of the month will the withdrawal be made in my account? You choose either:

1. Weekly transactions - Each Friday
2. Semi-monthly - 1st and 15th of each month (or closest banking day)
3. Monthly - 1st of the month (or closest banking day)

Do I have to enroll now?

You can enroll at anytime by completing this form and delivering it to the Parish Office either by mail, hand deliver or in the collection basket. Please allow 2-3 weeks for automatic transactions to begin.

May I use my credit card?

No. This program is being restricted to debit transactions from checking accounts only.

How can I change the amount of my offering or stop the withdrawal from taking place if my account becomes overdrawn?

Any changes to your direct withdrawal can be made by (NAME) (XXX-XXX-XXXX). Three changes per calendar year can be made.

How can I show my children the importance of giving to the church, if I'm not putting an envelope in the collection basket every week?

Your new envelopes will have a place to check saying that you give electronically. You will continue to receive envelopes for Special Collections.

Our Dream for the Parish

We seek to infuse the practice of stewardship into the life of the parish and to assist members of (PARISH NAME) to recognize and contribute their God-given gifts of time, talent, and treasure. Please help us realize this dream!

TIME - PRIVATE COMMITMENT TO SERVE GOD, COMMUNITY AND FAMILY

One element of Stewardship is **TIME**. How much and in what manner I spend my time with the Lord and deepen my relationship with God is very important.

TALENT - USING MY TALENTS IN PARISH MINISTRIES

Another element of Stewardship is **TALENT**. How I offer my gifts, skills, and talents to the community gives witness to my returning generously what I have graciously received.

TREASURE - MAKING A CONSISTENT GIFT TO THE OFFERTORY

A third element of Stewardship is **TREASURE**. What I am able to offer back to the Lord for the blessings received from God is my gift to the Church. Please reflect carefully on the treasure that God has given you. Consider God's abundant generosity throughout your lifetime.

----- Detach Here -----

3. Authorization

I authorize (PARISH NAME) Church, (STREET), (CITY), (STATE) (ZIP) to withdraw automatically my pledge offering from:

Bank Name _____ Account Number _____

Please include a voided check to provide the necessary routing information.

I have enclosed a voided check to provide the necessary routing information. This authority will remain in effect until I notify (PARISH NAME) Church in writing, to cancel (at least 30 days prior to the next withdrawal date). All information will remain confidential.

4. Signature *must be one of the authorized signers on Account*

X _____
Signature Date

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Stewardship Commitment Process

Example 5.9.

Automated Offering Plan Form – Sample 2

Automated Contributions

Effective today and as a response to this year's Annual Stewardship Renewal, I, _____, hereby authorize the Parish of **(NAME OF PARISH, CITY; STATE)** to change my existing automated debit amount to the new amount shown herein according to the terms I have indicated below.

New Amount \$ _____ Monthly on the first of the month.

This authorization is to remain in effect until the Parish of **(PARISH NAME)** has received written notification at least five business days in advance of the desired termination date.

(Authorized signature for above account) (Print Name) Date: _____

If second signature is required:

(Authorized signature for above account) (Print Name) Date: _____

Sample Ways to Communicate Automated Giving “Ads”

Looking for an easy way to give to God of your first fruits rather than just what is left over? With our new Automated Giving Program, the parish receives your donation automatically! No more mad rush to find your weekly envelopes or a pen to write a check. Planned and proportionate financial stewardship is made easier with this new option! Call the parish office at XXX-XXX-XXXX for more information!

Alternately (for Parishioners who already use online bill paying):

Do you use online services to make payments? If yes, planning your giving to the parish can now be as easy as POINT - CLICK - SHARE!! Now, by directing your online payment service to make the parish a regular recipient, it will be easy to give to God of your first fruits and not just what is left over! Your contribution will come to the parish automatically! Call the parish office at XXX-XXX-XXXX for more information!



Stewardship Commitment Process

Example 5.10.

Take a Step in Giving Chart

TAKE A STEP IN GIVING

1. Figure out where you are on the chart below based on your income.
2. Pray and reflect on your income and expenses as an individual and/or family.
3. Decide if you can take a ½ or 1% step up in giving

Weekly Giving to the Parish in Your Sunday Envelope

Hourly	Monthly	Yearly	2.0%	2.5%	3.0%	3.5%	4.0%	4.5%	5.0%	10.0%	15.0%
\$2.00	\$347.00	\$4,164.00	\$1.60	\$2.00	\$2.40	\$2.80	\$3.20	\$3.60	\$4.00	\$8.00	\$12.00
\$5.00	\$867.00	\$10,404.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$20.00	\$30.00
\$7.00	\$1,213.00	\$14,556.00	\$5.60	\$7.00	\$8.40	\$9.80	\$11.20	\$12.60	\$14.00	\$28.00	\$42.00
\$13.00	\$2,253.00	\$27,036.00	\$10.40	\$13.00	\$15.60	\$18.20	\$20.80	\$23.40	\$26.00	\$52.00	\$78.00
\$16.00	\$2,773.00	\$33,276.00	\$12.80	\$16.00	\$19.20	\$22.40	\$25.60	\$28.80	\$32.00	\$64.00	\$96.00
\$17.00	\$2,947.00	\$35,364.00	\$13.60	\$17.00	\$20.40	\$23.80	\$27.20	\$30.60	\$34.00	\$68.00	\$102.00
\$18.00	\$3,120.00	\$37,440.00	\$14.40	\$18.00	\$21.60	\$25.20	\$28.80	\$32.40	\$36.00	\$72.00	\$108.00
\$20.00	\$3,467.00	\$41,604.00	\$16.00	\$20.00	\$24.00	\$28.00	\$32.00	\$36.00	\$40.00	\$80.00	\$120.00
\$23.00	\$3,987.00	\$47,844.00	\$18.40	\$23.00	\$27.60	\$32.20	\$36.80	\$41.40	\$46.00	\$92.00	\$138.00
\$25.00	\$4,333.00	\$51,996.00	\$20.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00	\$50.00	\$100.00	\$150.00
\$27.00	\$4,680.00	\$56,160.00	\$21.60	\$27.00	\$32.40	\$37.80	\$43.20	\$48.60	\$54.00	\$108.00	\$162.00
\$30.00	\$5,200.00	\$62,400.00	\$24.00	\$30.00	\$36.00	\$42.00	\$48.00	\$54.00	\$60.00	\$120.00	\$180.00
\$33.00	\$5,720.00	\$68,640.00	\$26.40	\$33.00	\$39.60	\$46.20	\$52.80	\$59.40	\$66.00	\$132.00	\$198.00
\$35.00	\$6,067.00	\$72,804.00	\$28.00	\$35.00	\$42.00	\$49.00	\$56.00	\$63.00	\$70.00	\$140.00	\$210.00
\$40.00	\$6,933.00	\$83,196.00	\$32.00	\$40.00	\$48.00	\$56.00	\$64.00	\$72.00	\$80.00	\$160.00	\$240.00
\$45.00	\$7,800.00	\$93,600.00	\$36.00	\$45.00	\$54.00	\$63.00	\$72.00	\$81.00	\$90.00	\$180.00	\$270.00
\$50.00	\$8,667.00	\$104,004.00	\$40.00	\$50.00	\$60.00	\$70.00	\$80.00	\$90.00	\$100.00	\$200.00	\$300.00
\$55.00	\$9,533.00	\$114,396.00	\$44.00	\$55.00	\$66.00	\$77.00	\$88.00	\$99.00	\$110.00	\$220.00	\$330.00
\$60.00	\$10,400.00	\$124,800.00	\$48.00	\$60.00	\$72.00	\$84.00	\$96.00	\$108.00	\$120.00	\$240.00	\$360.00
\$65.00	\$11,266.00	\$135,192.00	\$52.00	\$65.00	\$78.00	\$91.00	\$104.00	\$117.00	\$130.00	\$260.00	\$390.00
\$70.00	\$12,133.00	\$145,596.00	\$56.00	\$70.00	\$84.00	\$98.00	\$112.00	\$126.00	\$140.00	\$280.00	\$420.00
\$75.00	\$13,000.00	\$156,000.00	\$60.00	\$75.00	\$90.00	\$105.00	\$120.00	\$135.00	\$150.00	\$300.00	\$450.00

The benchmark for giving sacrificially is the biblical tithe—sharing ten percent of time, talent, and treasure. The practice of tithing is mentioned 39 times in the Old Testament and 11 times in the New Testament. The financial tithe is usually divided in this way: five percent of gross income to the parish Sunday collection, one percent to the Diocesan Catholic Charities, and four percent to your other charitable concerns.

What is important is that your contribution is planned and proportionate to your income. You may choose the manner that suits you best. You may give weekly, monthly, or annually. It is easiest for the parish if you use your envelope(s).



Stewardship Commitment Process

Example 5.11.

Thank You – Sample 1

It is important that parishioners receive a thank you card upon returning the completed commitment form to the parish. This sign of appreciation serves as an affirmation of the importance of the commitment. The card is most effective when it includes not only the personalized salutation and signature, but also a brief note from the pastor. This effort does take time, but it is time well spent and will certainly benefit the parish in the years to come.

Outer Panel:

Thank you

*“The gift you have received,
give as a gift.”*

Matthew 10:8

Inner Panel:

Dear

The parish depends on the gifts of all parishioners to support the ministries of parish life. Thank you for your commitment of

time: _____

talent: _____

treasure: _____

May God continue to bless you and your family.

Yours in Christ,


Pastor's Signature



Stewardship Commitment Process

Example 5.12.

Thank You – Sample 2



Receiving Gratefully— Giving Generously

Dear _____:

Thank you for your wonderful response to our efforts in developing Stewardship. Many of you have expressed gratitude for the opportunity to learn more about being a steward of God's gifts and the opportunity to put that knowledge into practice.

As you know, it is important to plan wisely in any endeavor. There are many decisions that must be made in our parish based on parishioners' statements of intent to provide human and financial resources. Your commitment to the ministry of Christ through the parish is making this possible.

There is an old saying, "The best is yet to come." I believe that it is true for our parish. You have been willing to give yourselves to the challenge to grow as Christian stewards. God will bless you, and God will bless our parish because of your faithful response.

May God bless you.

Pastor/PLC/Deacon

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Stewardship Commitment Process

Example 5.13.

Follow Up Reminder

This letter is mailed with a copy of the Commitment Card to those who did not return the Stewardship Commitment Card on Commitment Weekend.



Receiving Gratefully — Giving Generously

Dear _____:

These are really exciting days at [PARISH NAME]. During the last several weeks, many parishioners have been involved in developing stewardship at our parish.

You may not have had the opportunity to be a part of the excitement during the weekend as we all had the opportunity to acknowledge our response to practice stewardship. Many of your fellow parishioners have already made a commitment to share time, talent, skills, and financial resources so that many outstanding ministries and services can be supported through our parish and diocese.

Would you be willing to grow as a steward? Would you prayerfully consider sharing your time? Would you be willing to use your unique skills and talents for God through the parish? Would you be willing to increase your financial support? Because Scripture teaches that we should give in proportion to God's blessings, we are challenging parishioners to grow in all areas of giving by taking a step to come closer to their commitment goal.

Enclosed you will find a Stewardship Commitment Card and envelope. Before you fill it out, I want to ask you to stop for a moment and pray this prayer: ***“Lord, what do you want to do through me to accomplish your will for your Church?”*** When you have prayed, do what you feel God wants you to do. Then return your letter to the parish office in the envelope provided.

Together we can do more for God's Kingdom than we could ever do alone. I am excited by the possibilities as we grow as stewards and as we see our stewardship make a difference in the lives of people.

May God bless you.
Pastor/PLC/Deacon

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Stewardship Commitment Process

Example 5.14.

Quarterly Reminder

LETTER:

(Parish Letterhead)

(Date)

Dear parishioner, we are sending the enclosed report to thank you for your generosity of time, talent, and treasure these past three months. It is our hope that this information will be a helpful service to you in assessing your actual giving with your commitment/ pledge. This record is being provided for your information only - it is not a bill.

Your contributions of time, talent, and treasure enable us to accomplish the Gospel centered mission and vision of our Parish through the various ministries and services in which we together offer and participate. Once again, thanks for returning to the parish, the poor, and other charities a part of the many gifts God has bestowed upon you.

Sincerely yours in Christ,

Pastor _____

CARD:

(Parish name)

Thank you for making the following commitments:

Stewardship of Time: _____

Stewardship of Talent: _____

Stewardship of Treasure: _____

To assist you in your tax records, the following is a report of your sacrificial giving

Name(s): _____

(Year) Reporting Quarter(s):	_____ 1st	January, February, March
	_____ 2nd	April, May, June
	_____ 3rd	July, August, September
	_____ 4th	October, November, December

Number of weeks in the period above: _____

Amount received this year (Regular Sunday & Holy Day): \$ _____

Average received per week: \$ _____

Your weekly Financial Stewardship Commitment was: \$ _____ (optional line)

