



## **19.2 The Process Timetable**

**One week prior to the official launch:** The Chair of the Parish Finance Committee will present a Parish Report, which will include:

- Recent achievements as a Parish community
- Future challenges as detailed in the Parish Plan
- Financial position over the past 3 years
- Weekly income and planned weekly expenditure
- How can parishioners help

Mail out:

- 1<sup>st</sup> Stewardship letter and brochure “Stewardship a Way of Life”

### **Official Launch**

Week 1:

- Formally commence the introduction of Stewardship with the announcement of the Chair/Deputy Chair and 6 members of the Parish Stewardship Team + blessing
- Homily will be on the topic “The Spirituality of Stewardship”
- Advise that the Parish EXPO will be held after Masses on week 2

Week 2:

- Parish Ministry Bulletin providing details of all ministries will be distributed after Mass
- Distribute 2<sup>nd</sup> Stewardship letter + a Gift Reflection form incorporating a listing of the Parish ministries requiring support and seeking involvement (Time & Service Sheet)
- Parish EXPO will be held including light refreshments
- Presentation at each Mass by parishioner(s) who wish to share their life experiences of Stewardship
- Introduction of the Parish Stewardship Prayer

Week 3:

- Return of Gift Reflection form/Time & Service sheet
- Homily will be on the topic of “Sharing God’s Gifts”
- A letter asking parishioners to share their financial resources with the Parish will be available for collection after Mass. Included will be a Sharing Card, which is to be filled out and returned to the parish on Week 4.

Week 4:

- Return of Sharing Cards to be placed on the collection plate

Week 5:

- Generate and mail out thank you and follow up letters
- Results of the introduction of Stewardship advised
- Contribution envelopes collected after Mass
- Thank you from the Parish Priest

Week 6:

- Complete a lessons learnt exercise
- Stewardship Team to continue Stewardship education and carry out regular review of level of income

## **20 Parish Bulletin Announcement/Pulpit Announcement**

2 weeks prior to the formal launch of Stewardship a special bulletin announcement will be made reminding parishioners of the contents of Parish Pastoral Plan, what Stewardship is and advising them of the presentations to be made at each Mass next weekend by the Chair of the Finance Committee who will deliver a parish report for the past 12 months.

Details of the 7-week programme will also be included in the bulletin. Samples follow:

### **Parish Pastoral Plan**

We have identified a working plan for the parish, which involves an increased concentration on our mission and ministry involvement here at..... In particular we see that the need to focus on the following areas over the next few years .....

If we are to achieve the plan we have set ourselves it is important for us all to become more aware of our parish needs. The successful achievement of our plan will involve many of us accepting the call to become more active in parish ministries and in continuing to provide generous and necessary financial support to the community.

An initiative adopted by Bishop David, which is linked to the Diocesan Pastoral Plan, involves the explanation and the introduction of the concept of Stewardship of our time, our service and our financial resources.

Many parishioners are already practicing the ideals of Stewardship and by teaching and explaining the concept fully we feel that more people will wish to embrace it.

A Stewardship Team, which is a Sub-Team of the Parish Pastoral Council, has been formed to lead us through the initial introduction of Stewardship and to provide ongoing support.

### **What is Stewardship?**

Stewardship is a complete lifestyle, a life of total accountability and responsibility acknowledging God as creator and owner of all. As disciples of Christ, stewards see themselves as caretakers of all God's gifts. Gratitude for these gifts is expressed in prayer and worship and by eagerly sharing these gifts out of love of God and one another.

### **The timetable for the introduction of Stewardship is as follows:**

Next week: The Chair of the Parish Finance Committee will present us with a Parish Report, which will include:

- Recent achievements as a Parish community
- Future challenges as detailed in the Parish Plan
- Financial position over the past 3 years
- Weekly income and planned weekly expenditure
- How can parishioners help

Mail out:

- 1<sup>st</sup> Stewardship letter and brochure “Stewardship a Way of Life”

## **Official Launch**

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***20.1 Parish Report Presented and Distributed***

**PARISH REPORT TEMPLATE**

**XXXXXXXXX PARISH**

**EXAMPLE OF A PARISH REPORT**

## Recent Achievements

*Since settling in the area, we, the Catholic Community of xxxx, have:*

- Worshipped here since xxxx
- Built our first church/school in the xxxx
- Formally established a parish in xxxx
- Over the years built and extended churches, schools, halls and presbyteries
- Assisted with the establishment of the surrounding parishes
- Opened our present magnificent church in xxxx and worked throughout the years, to build a loving, caring and sharing Christian community for the people of xxxxx

## Future Challenges – Parish Plan

*We need to:*

- Minister to People & Families – our top priority
- Develop the sacramental life ministries and programmes particularly for children
- Teach our children their Faith, both in Catholic and State Schools
- Develop our ministry to youth – our future
- Reach out to, and show our love for the poor, the sick, the troubled, the elderly etc. – within or beyond our parish boundaries
- Prepare for a changing Church – with fewer priests and religious to do things

All this will cost a good deal of money. Much still remains to be done and we cannot rest on our laurels.

## Can we meet the challenge?

*Yes we can – but we will struggle on our present income. In addition to using the time and service of many good people, we will need the regular and committed financial support of all of our parishioners.*

Weekly Second Collection Income.....\$1,000

**PLANNED WEEKLY**

**EXPENDITURE.....\$1,200**

## Stewardship

Next week we will be commencing the introduction of Stewardship in the Parish. Stewardship is a lifestyle, a life of total accountability and responsibility acknowledging God as the Creator and Owner of all.

Christian Stewards see themselves as the caretakers of Gods' gifts. Gratitude for the many gifts we have been given is expressed in prayer, worship, offering and action.

As Christian Stewards we will be asked, to consider how we currently share Gods' gifts of our time, our service and our resources with others. We will be given the opportunity to review our involvement in parish ministries and in the financial support we provide to the parish and other charities.

## A Disciples Way of Life

Each baptised Christian, as a member of the Body of Christ, is called to put their faith into action by giving. "There is more happiness in giving than in receiving" (Acts 2).

Often we experience this happiness by giving to our families at Christmas or on birthdays but God calls us to experience that same joy of generosity as members of His Family.

When we take a serious look at ourselves and other members of our parish family we realise that God has blessed us with many gifts. Together, we are the Church. Together, we have been given the resources to solve the future challenges we face. But do we recognise our gifts? If so, do we acknowledge God as the giver, and share those gifts with others in order to further His Kingdom?

Each member of the Body of Christ has received gifts; it is our responsibility to use those gifts to serve one another as good stewards of God's varied grace. (1 Peter 4:10)

**XXXXX PARISH**  
**STATEMENT OF INCOME & EXPENSES FOR THE YEAR**  
**ENDED 30 JUNE 2003**

<b>Income</b>	<b>2003</b>	<b>2002</b>	<b>2001</b>
	\$	\$	\$

**Total Income**

**Operating Expenses**

**Total Operating Expenses**

**Net Operating Surplus/(Deficit)**

**Other expenditure**

*Total Surplus/(Deficit)*

**Comments**

**END OF REPORT**

## 20.2 Action Phase Time Line

<b>Programme Activities</b>	<b>Week 1 Dates: ___ —</b>	<b>Week 2 Dates _____ —</b>	<b>Week 3 Dates: _____</b>	<b>Week 4 Dates: _____ —</b>	<b>Week 5 Dates: _____</b>	<b>Week 6 Dates: ___ —</b>
<b>Mailings</b>	Into Letter Intro Brochures	2 <sup>nd</sup> Letter Ministry Bulletin & Time and Service Sheets	Sharing Ltr Sharing Guidelines & Sharing Card Ret Envelope		<b>FOLLOW- UP AND THANK YOU LETTERS</b>	
<b>Bulletins</b>	Intro	Refer to Letters	Refer to Letters Return Time & Service Sheets	Return Sharing Cards	Result of programme	Reminder
<b>Pulpit Announce- ments</b>	Intro	Refer to Letters	Refer to Letters Return Time & Service Sheets	Return Sharing Cards	<b>RESULT OF PROGRAM ME</b>	Reminder
<b>Lay Witness Talk</b>		Lay Witness Presentation				
<b>Homilies</b>	Spirituality	Stewardship The Concept	Sharing			
<b>Activity</b>			Receive Time & Service sheets Update Records	Receive Sharing Cards Update Records	Receive Sharing Cards Update Records	
<b>Prayers of the Faithful</b>	Success	Trust	Time/Service	Trust	Generosity	Thanks