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## PROCESS OUTLINE STEP 1C

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Following is an overview of the annual diocesan/parish stewardship renewal process. For a more detailed and date/deadline driven description of the renewal process, please refer to the specific schedule and guidelines prepared by the diocese for each year's renewal.

### **Prepare**

Diocese:

- ◆ Provides schedule and guidelines.

### **Stewardship Ministers:**

- ◆ Plans and prepares for the annual renewal process.
- ◆ Conducts an annual evaluation of the effectiveness of the parish stewardship process.
- ◆ Reviews and/or designs time, talent and treasure commitment forms.
- ◆ Submits draft forms to diocese for set-up, printing and return distribution to the parish.
- ◆ Considers the possibility of planning, scheduling and conducting a stewardship ministry fair.
- ◆ Recruits and trains volunteers to give witness presentations.
- ◆ Prepares stewardship articles and bulletin announcements for publication in parish newsletters and/or bulletins during the renewal process.
- ◆ Considers preparation and publication of parish ministry booklet or flyer identifying all parish ministries, the purpose of each and providing the names and phone numbers of those in charge of each ministry.
- ◆ Prepares mailings to be sent to parishioners during the annual renewal process.
- ◆ Works with parish elementary school religion teachers, directors of religious education and/or parish school of religion teachers to assure that stewardship education will be included in the religious education curriculums during the annual renewal process.
- ◆ Encourage participation in Diocesan Called and Gifted as a means of family members discerning their gifts.
- ◆ Utilize family members to use their gifts and skills outside of the church in parish ministry.

### **Renew**

- ◆ During the renewal period of four weeks leading up to Stewardship Weekend, stewardship homilies and witness presentations should be scheduled for presentation each weekend or a combination thereof.
- ◆ Newsletter articles and bulletin announcements should be published.
- ◆ Conduct stewardship ministry fair.
- ◆ Commitment forms, the parish ministry booklet or flyer and the pastor's related letter should be mailed or distributed in some manner to all
- ◆ parishioners.
- ◆ Encourage completion and return of commitment forms on stewardship
- ◆ weekend.
- ◆ Facilitate a process to receive the commitment forms.

### **Follow-up**

- ◆ Complete the follow-up process as promptly as possible.

- ◆ Compile lists of time and talent volunteers to be distributed to parish committees, groups, ministries, etc.
- ◆ Promptly thank volunteers in some personal and appropriate manner.
- ◆ Provide treasure commitment forms to parish finance committee for recording and monitoring purposes.
- ◆ Facilitate a process or procedure to correspond to those who have not responded to the renewal process, again inviting them to participate in the process.
- ◆ Evaluate the quantitative and qualitative results of the process.
- ◆ Assist and work with the parish pastoral (parish) council in determining if the parish leadership and ministry structure is adequate and conducive in facilitating the stewardship way of life in the parish.