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## THANK YOU

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### *Personalized Thank You*

Thanking those who complete and return commitment forms is necessary and very important.

The thank you process should be formal and personalized either by mail or by phone.

If by mail the letter should be on parish letterhead and signed, preferably by the pastor.

If the thank you process is handled by phone, those making the calls should be instructed what to say so that a uniform message is communicated.

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## SAMPLE THANK YOU LETTERS FROM PASTOR

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### *Sample A*

Dear Parish Member,

The Stewardship committee would like to thank you for your participation and sharing of your time and talent during Stewardship Renewal at \_\_\_\_\_

In being present during that time, you expressed your commitment as a Christian Steward. You have recognized that the Lord has blessed you with time, talent, and abilities that can be fruitful for Him and His work among us. We confide that you will have the availability to help, participate, and share with us again in the near future. In the name of the parish and our pastor;

THANK YOU!!

### *Sample B*

Dear Personalized Parishioner,

Thank you for participating in our parish stewardship renewal effort. I am very encouraged by the enthusiastic response from our parishioners.

Over [number] households returned commitment forms representing time, talent and treasure commitments. You should be contacted soon and invited to become involved. If you are not contacted, please let me know.

You have also indicated that you intend to support the parish with a financial commitment equivalent to a weekly offering of \$\_\_\_\_\_. This commitment is most generous of you. Your commitment will aid me and our finance committee in establishing a realistic budget for our parish.

Again, thank you for being a responsible steward by sharing what you have to further the mission of our parish.

Sincerely yours in Christ,  
(Pastor's name and signature)

Note: Eliminate paragraph three in the above letter if a parishioner commits only to a gift of time and talent. If a parishioner commits only to a gift of treasure, you should eliminate sentence two and three of the second paragraph in the above letter.