

Table of Contents

SECTION I: Introduction to Stewardship

- Stewardship Defined1
- A Summary of the 1992 U.S. Bishops' Pastoral Letter: *Stewardship: A Disciple's Response*2

SECTION II: Preparation for Stewardship

- Parish Listening and Planning for Stewardship4
- Forming a Stewardship Committee5
- Duties of a Parish Stewardship Committee5
- Parish Assessment of Current Stewardship Activity6
- Parish Stewardship Assessment Guide7

SECTION III: Elements of a Stewardship Plan

- Commitment Process Variables9
- Communicating Stewardship9
- Timing Aspects of Stewardship Commitment11
- Sample Timeline12
- Follow-Up Activities and Ongoing Stewardship14

SECTION IV: Financial Stewardship

- Preparation for Financial Stewardship15
- Questions and Answers about Financial Stewardship16
- Other Considerations17

SECTION V: Elements to Maintain Stewardship

- How to Encourage and Honor Volunteers18
- Suggestions for Welcoming18
- Suggestions for Stewardship and Youth19

Appendix

(A) Stewardship Education Sample Documents

- Questions and Answers about Stewardship
- Suggested Bulletin Announcements for Two Years
- Scriptural Texts with a Stewardship Message
- Basic Weekly Bulletin Column

(B) Stewardship of Time and Talent Sample Documents

- Planning a Ministry Fair
- Parish Directory of Ministries
- Personal Reflection Sheets
- Commitment Forms

(C) Stewardship Campaign Sample Documents

- Timetable for Conducting a Stewardship Effort
- Cover Letters to Parishioners
- Follow-Up Telephone Script
- Suggested Pulpit / Bulletin Announcements
- Prayers of the Faithful
- Homily Notes and Examples
- Guide for Lay Witnesses and Examples
- Timetable for Conducting the Annual Renewal (year 2)

(D) Stewardship of Treasure Sample Documents

- Cover Letter to Parishioners
- Personal Reflection Sheet
- Commitment Form
- Homily Example
- Lay Witness Talk
- Prayers of the Faithful
- Parish Report Examples

(E) Additional Stewardship Materials

- List of Resources for Promoting Stewardship
- Parish Stewardship Evaluation
- Stewardship Prayers

Important Information

Resources available from the Stewardship and Communications Office:

- The Joy of Stewardship video provides an overview of stewardship and a sampling of parishioners and pastoral leaders who share their understanding, practice and passion for stewardship in the Diocese of Rochester. Excellent for emerging committees and large parish gatherings.
- Support materials to assist with stewardship education – including formats that can be customized for brochures, posters, etc.
- An annual diocesan Stewardship Day conference with speakers and workshops to help inspire, educate and network proven methods and new ideas.
- The Stewardship Office staff is available for parish consultation and presentation to parish groups.

Other Essential Resources:

- The U.S. Bishops' Pastoral Letter: *Stewardship – A Discipline's Response* can be found online at: www.usccb.org/stewardship/disciplesresponse.pdf
- Training and resources are also available from the International Catholic Stewardship Council (ICSC) and can be found at: <http://catholicstewardship.org>
- The Appendix of this manual contains a list of resources as well as many sample materials that may be copied as is, or edited as needed.

Please contact the Stewardship and Communications Office for assistance:

Director, Doug Mandelaro
(585) 328-3228 ext. 1247
mandelaro@dor.org

Associate Director, Mark Clark
(585) 328-3228 ext. 1276
mclark@dor.org

www.dor.org/sd

A special thank you to the many stewardship parishes and dioceses, especially the Dioceses of Charlotte and Cleveland, as well as the diocesan Stewardship Steering Committee, for their generous support of “The Joy of Stewardship” initiative.

Stewardship

My church is composed of people like me. I help make it what it is. It will be friendly, if I am. Its pews will be filled, if I help fill them. It will do great work, if I work. It will make generous gifts to many causes, if I am a generous giver. It will bring other people into its worship and fellowship, if I invite and bring them. It will be a church of loyalty and love, of fearlessness and faith, and a church with a noble spirit, if I, who make it what it is, am filled with these same things. Therefore, with the help of God, I shall dedicate myself to the task of being all the things that I want my church to be. Amen



If not us, who? If not here, where? If not now, when? If not for the Kingdom, why?