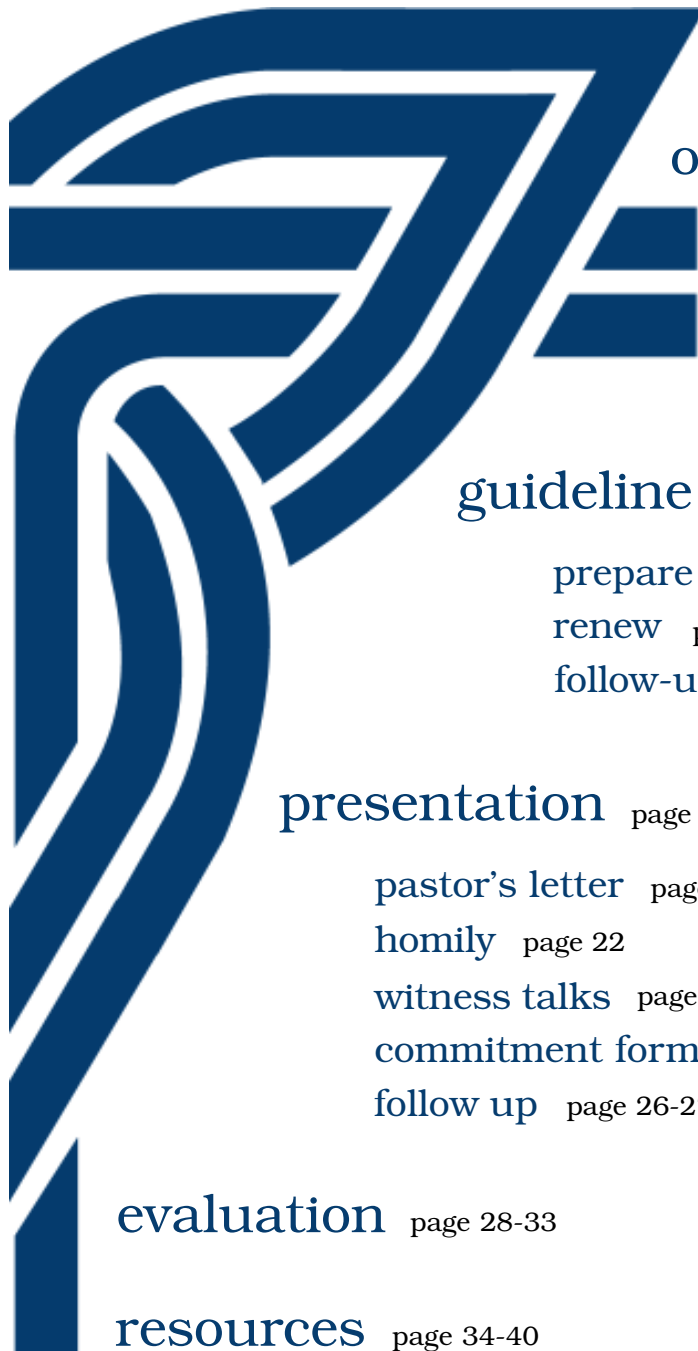


contents



overview
outline page 4-5
committee page 6-9
guideline page 10
prepare page 12-14
renew page 15-16
follow-up page 17-19
presentation page 20
pastor's letter page 21
homily page 22
witness talks page 23-24
commitment forms page 25
follow up page 26-27
evaluation page 28-33
resources page 34-40



overview

For the Son of Man

came not to be served

but to serve

and to give

His life for many.

Mark 10:45

process **Overview**

The diocesan stewardship process titled *United Catholic Stewardship (UCS)* was implemented in the diocese of Wichita during 1985. UCS was designed to facilitate a spiritual process whereby individuals, as recipients of God's varied graces (gifts), would be given the opportunity to carry out their "call to discipleship." Beginning in the domestic church (the family) we are to recognize God as the source of all gifts and as stewards thereof, we are called to return those gifts in service to our family, the parish, the community, the diocese and the wider universal Church.

Beyond the domestic church (the family), the parish becomes the primary extension through which we have the opportunity to live and carryout this stewardship "way of life," this discipleship in action. Doing so enables our parishes to become and to be viewed as places of *prayer, education, hospitality and service.*

In order to facilitate, implement and provide the opportunity for individuals to live this way of life and for parishes to carry out their mission, parishes are encouraged to design and implement a comprehensive stewardship process. This process should assure that the parish is meeting the needs of the parish family, responding to the wider parish community, the diocese and the universal Church using the generous, sacrificial and proportional gifts of time, talent and treasure from its parishioners.

process **outline**

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 committee:

- 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.

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.



committee

*As each one
has received a gift,
use it
to serve
one another
as good stewards
of God's varied grace.*

1 Peter 4:10

stewardship **committee**

An active parish stewardship committee is an important and necessary element in designing, implementing and maintaining the parish stewardship process. This committee, with duties encompassing all aspects of parish life, is instrumental in assisting the pastor in the areas of education, facilitation, communication, implementation, follow-up and evaluation of the parish stewardship process.

The stewardship committee should, within some structure and accountable manner, be affiliated with the parish pastoral council, rather than the finance council, to emphasize that stewardship is a “way of life” and not only a “way to raise money.” The size of the committee should be commensurate with the size of the parish and the duties assigned.

members of the stewardship committee should

- Be spiritually motivated individuals.
- Be actively involved in the parish.
- Exemplify stewardship by their own gifts of time, talent and treasure.
- Have the ability to envision where stewardship can take the parish.
- Be able to communicate well.
- Be accountable.
- Have good organizational skills.
- Have a willingness to share their faith with others.
- Generally represent and be knowledgeable of all the spiritual, educational and social ministries and activities within the parish.

Experience reflects that the composition of the parish stewardship committee directly corresponds with the success of the parish stewardship effort.

responsibilities of the stewardship committee include

- Assistance to the pastor and parish leadership in the overall design, implementation and evaluation of the parish stewardship process.
- Development of a comprehensive timetable and related procedures to facilitate the annual renewal process.
- Review and revise, if necessary, the parish time, talent and treasure commitment forms to be sure they appropriately represent the mission, ministries, activities and structure of the parish.
- Consider format and use of youth time and talent commitment forms.
- Submit draft copy of forms to the diocese for printing and subsequent distribution to the parish in accordance with the diocesan annual renewal process and timetable.
- Host periodic stewardship presentations to parish leadership explaining stewardship in general, the parish renewal process and the importance of stewardship in the parish community.
- Work with the parish finance council relative to their role in receiving, recording and monitoring the annual treasure commitments of parishioners.
- Prepare letters, envelopes and other materials to be included in the annual renewal communication and invitation from the pastor.
- Assist the pastor in seeking and selecting speakers for personal stewardship witness presentations.
- Recruit volunteers, if necessary, to assist the stewardship committee in the preparation, assembly, mailing and/or other distribution of stewardship materials and commitment forms.
- Design and implement a timely thank you process to all parishioners who complete and remit commitment forms.
- Promptly compile and distribute lists of volunteers to all parish/school ministry leaders.
- Promote and work with pastor and parish leadership in extending the stewardship effort beyond the parish to provide for diocesan, national and universal needs of the Church.

educational activities

Stewardship without ongoing prayer and education is likened to seeds stored in a container where nothing is grown and there is no harvest. Ongoing nourishment through prayer, faith and education is a must if we are to continue fostering and strengthening the stewardship conversion process.

The role of the pastor as the educator, communicator and supporter of the stewardship process is of utmost importance if stewardship is to flourish and take hold in the lives of parishioners and within the parish community. The stewardship committee can be that important educational and facilitator link between the pastor and the parish community.

The following educational activities are examples of how a parish can and should keep the stewardship message fresh and ongoing.

- Stewardship should be an integral part of the parish pastoral council. In cooperation with the stewardship committee, the parish pastoral council should include, as a part of its goals and objectives, an ongoing education effort to strengthen each member's individual "call to discipleship." The council, also in cooperation with the stewardship committee, should encourage, design and implement a stewardship educational process for each parish ministry, activity or group to integrate the message of stewardship.
- Prepare a parish ministry and activity booklet. This effort and information will provide parishioners with an overview of the ministries, services, and activities and how to get involved within the parish community.
- Publicize stewardship reflections, scriptural quotations and parishioners witness articles in the parish bulletin and/or newsletter on some periodic basis throughout the year.
- Display and make appropriate stewardship literature available in the parish booklet racks and/or parish library.
- Work with the appropriate parish committee to include stewardship materials and a related discussion in the process of welcoming new parishioners.
- Include stewardship education in the schools and parish religious education curriculums.
- Prepare and display stewardship banners.
- Plan and host periodic stewardship ministry fairs.
- Host will and estate planning seminars.



guideline

Tell them to

do good,

to be rich in good works,

to be generous,

ready *to share,*

thus accumulating as treasure

a good foundation

for the future,

so as to win the life

that is true life.

1 Timothy 6:18-19

process guideline

Planning and conducting the annual parish stewardship renewal is very important if **stewardship** is to **come alive** and **remain alive** in your parish and become a *“way of life”* for parishioners in general. A renewal cannot be accomplished effectively in one or two weekends. It takes several weeks of planning, communication, education, homilies and lay witness presentations to spread the message and its importance.

Once a parish has begun a stewardship renewal process, it should be conducted annually. Likewise, it is very important to keep stewardship information and the invitation to participate in front of the parishioners on a year-around basis. This effort should be supported by the pastor and conducted under the efforts of those responsible for stewardship in the parish, preferably a parish stewardship committee.

During the renewal process, the schedule of parish activities should be such that the parishioners can focus specifically on their personal and spiritual decisions regarding the use and volunteering of their time, talent and treasure for the parish community, diocesan and universal Church.

The following guidelines reflect the suggested sequencing of activities for conducting the parish stewardship renewal. For specific dates and deadlines for the renewal process, see the current year’s Stewardship Renewal Calendar. Refer to the Diocesan Parish Stewardship Manual for more specific detailed information.

prepare prepare

*prepare
and
evaluate*

middle june

In preparation and planning for the upcoming stewardship renewal process, parish pastors will be provided with the current year Stewardship Renewal Calendar.

At this time, pastors and parish stewardship committees should carefully review and complete the Parish Stewardship Evaluation Form. This preplanning effort will assist in assessing the strengths and weaknesses of stewardship in the parish. It will also assist in identifying where emphasis may be needed as the parish prepares for the upcoming parish stewardship renewal. This review and preparatory process should take place between late June and early August. Doing so will enable the parish (pastor and/or stewardship committee) to respond timely in ordering diocesan provided renewal forms by the specified request date in August. (Find the specific deadline on your current's year's renewal calendar.)

*design
forms*

middle july

Information and forms will be sent to all parishes for the purpose of reviewing and ordering time, talent and treasure forms for the upcoming renewal. Included will be copies of the forms previously used along with a blank request to order (new, revised or existing) forms for the upcoming renewal.

The use of time, talent and treasure forms is very important to the parish stewardship renewal process.

The time and talent forms should be representative of the parish structure, its ministries and services available as well as providing parishioners the opportunity to volunteer their time and talent in meeting the needs and services of the parish.

The use of generic forms unrelated to parish structure, ministries or services, is not advised. Generic forms are generally lacking in providing parishes with the information and volunteerism needed to adequately support parish structure (ministry and needs) and the delivery of services to the parish community. Likewise, generic forms do not generally provide parishioners with a sense of adequate volunteer involvement in the parish community.

Note: Parishes should be prepared to respond promptly to the diocesan request for generic or customized forms so that the preparation, proofing and mailing of the forms to parishes can be completed in a timely fashion. This means that parish preparation or revision to customized forms should be in process well in advance of the early August request.

At this same time parishes will also be asked to indicate if they would like the Chancery to provide parish mailing labels from *The Catholic Advance* mailing list to assist in the mailing of stewardship renewal information and forms.

early august

*conduct
a fair*

Parishes should give consideration to the possibility of planning and conducting a parish stewardship fair. If properly planned and carried out, a stewardship fair can be one of the most effective communication tools to foster an awareness of parish structure, activities and ministries, etc. A fair planned and scheduled just prior to the annual renewal period can serve as an excellent opportunity to make parishioners aware of the numerous opportunities and ways in which they can get involved and volunteer their time and talent.

Refer to the Diocesan Parish Stewardship Manual, Section IX - Q, for more detailed information regarding stewardship fairs or call the Diocesan Stewardship Office for assistance.

middle august

*forms
deadline*

(Find the specific deadline on your current's year's renewal calendar.) A final deadline will be published for parishes to complete and submit requests for generic or customized time, talent and treasure forms as well as their request for courtesy mailing labels. **Note: It is important for all parish form requests to be submitted on or before this date. Late requests may result in forms being printed, mailed or delivered to parishes beyond when they are needed.**

early september

*recruit
lay
witnesses*

Pastor and/or stewardship committee should begin recruiting lay witnesses (individuals or couples) to speak at designated Masses during the renewal period, sometime within the four weeks leading up to impact weekend. If the parish is not able to recruit witness volunteers from the parish, an effort should be made to contact neighboring parishes for speakers or contact the diocese to help provide lay witnesses. Experience indicates it is much more effective to use presenters from your local parish.

late september

*get the
word out*

An article about stewardship should be published in the parish newsletter, if there is one. If your parish does not have a newsletter, consider preparation of an article on stewardship to be inserted in the weekend parish bulletin. This should be made available to the parishioners just prior to the active renewal period so as to put them in a frame of mind to begin prayerful consideration of their annual stewardship response.

Bulletin announcements calling attention to the renewal should begin. It is a good time to begin display of posters, banners or other materials calling attention to the renewal and stewardship in general.

Pastor should begin preparation of his cover letter which will accompany the time, talent and treasure forms to be sent to all parishioners.

Preparation of mailings to parishioners should begin.

october

*youth
formation*

Plan, conduct and/or continue with youth stewardship training. Plans should be in place to begin teaching the Youth Stewardship Curriculum “*Young Stewards in Formation*” or other appropriate curriculum to all elementary and secondary school and PSR students in the parish.

It is most desirable, as planned and designed in the diocesan youth stewardship manual, to be teaching this curriculum during the same time that the parish stewardship renewal is being conducted. In this manner our youth will be hearing the stewardship message at their level during the same time that it is being presented to the adults of the parish. This process will assist in bringing a family perspective to the annual renewal process.

For information regarding the Youth Stewardship Curriculum “*Young Stewards in Formation*,” please contact your parish director of religious education, parish school principal, Diocesan Director of Religious Education or the Diocesan Catholic School Office.

middle october

*final
prep*

Time, talent and treasure forms and labels, if ordered, and other materials, if prepared by the diocese, will be either mailed or delivered to parishes.

This is the time to schedule the stewardship fair. Schedule the fair to be in operation following all weekend Masses.

Selected lay witnesses should meet with pastor or stewardship committee to coordinate their presentations. Continue with bulletin announcements.

Bishop’s letter to all households in Diocese, calling attention to the renewal and asking for their prayerful consideration of responding with their gifts of time, talent and treasure, will be mailed at this time.

Pastor should complete preparation of his letter to be sent to all parishioners.

renew^{renew}

*weekend
one*

last weekend in october

Time, talent and treasure forms and the pastor's letter should be mailed during this week to all parishioners. (Note: some parishes may choose to send the forms during the week two.)

Those pastors that choose to give their stewardship homilies, one each on time, talent and treasure should begin this weekend. The three homilies should be planned and presented in advance of stewardship impact weekend. A homily on either time, talent or treasure on stewardship impact weekend will generally be ineffective because the forms are to be completed and returned during impact weekend.

*weekend
two*

first weekend in november

Beginning or continuation of pastor's homilies. Lay witness presentations scheduled for this weekend, if any, may appropriately be given following the pastor's homily. This would serve as an example of how the presenters are actually living out some of the points covered in the homily.

Presenters should emphasize the completion of time, talent and treasure forms and remind parishioners when completed forms are to be returned. Continue with appropriate bulletin announcements.

*weekend
three*

second weekend in november

Continuation of pastor's homilies. Lay witness presentations scheduled for this weekend, if any, may appropriately be given following the pastor's homily. Presenters, if any, or the pastor should emphasize completion of the time, talent and treasure forms and remind parishioners when completed forms are to be returned. Continue with appropriate bulletin announcements.

*impact
weekend*

third weekend in november

Completed time, talent and treasure commitment forms are to be returned to the parish during this weekend. There are various ways to handle receipt and collection of the forms. Some parishes provide drop off boxes for the forms and they are then taken to the altar during each Mass with the presentation of the gifts. The forms can also be returned at the same time the collection is taken up. Some parishes have been successful in having parishioners personally return their forms by taking them to the altar, at a specified time, during the offertory period.

The pastor's homily during this weekend may want to focus on a general stewardship theme conveying thanks to those who have taken their time to complete and return the forms on this weekend. The pastor should also remind those who have not yet completed their forms to do so and return them the following weekend. Continue with appropriate bulletin announcements.

follow-up follow-up

december – march

The Renewal Follow-up Process and the timeliness thereof is very important in the overall success and growth of stewardship at the parish level. Parishioners need and should expect to receive prompt and timely acknowledgement and a thank you for their volunteer commitment of time and talent as well as for their gift of treasure. They will be expecting the opportunity to serve and to be served.

Although very important, the follow-up, the thank you's and the use of those volunteering to give of their time and talent are the most neglected aspects of the stewardship process at the parish level. The following renewal follow-up process and related time schedule is suggested to assist in the effectiveness of the parish stewardship process.

Beginning on Impact Weekend and continuing as time, talent and treasure commitment forms are received, the stewardship committee should have a plan in place to review, compile and record the volunteer and gift commitments of parishioners.

time and talent commitment follow-up

The time and talent volunteer lists should be compiled from the time and talent commitment forms and distributed to the appropriate committees, groups, ministries, etc.

The volunteer lists of those who have committed should be distributed as quickly as possible to the appropriate parish committees, groups, or ministries. These various groups, etc., are to see that the individuals' gifts of time and talents are put to use at the service of others. Accepting and receiving the stewardship commitment forms implies accepting the responsibility to help match the parishioners with the parish organizations and services that need and can use their time and talent.

Volunteers should then be provided with an appropriate thank you. This may be in the form of a letter, a card, a phone call or other communication that would be appropriate and effective. The most important part is the "thank you". Individual and personal forms of "thank you" are generally more effective than a general thank you from the pulpit or in the parish bulletin. A combination of the personal and general form of thank you would be the most desirable.

*time and
talent
follow-up*

A special effort should be made to review the names of volunteers to make sure they are being utilized if at all possible. In large parishes, it may not always be possible to immediately use some of the volunteers. If this is the case, the volunteers should be advised of the number of volunteers and ask for their patience as they wait to be contacted.

*treasure
follow-up*

treasure commitment follow-up

The treasure commitment forms should be turned over to the appropriate individual and/or committee responsible for statistical and tabulation purposes, and then used to record the commitment in the parishioner contribution data file for monitoring purposes.

A summary of the financial commitments should be prepared for the Stewardship and Finance Committees for the purpose of monitoring the level and trend of financial commitments being made to the parish. The Finance Committee needs the information for planning and budgeting. The Stewardship Committee would only need the overall totals for statistical and trend purposes.

It is extremely important for a thank you to be sent to those who completed treasure commitment forms. Refer to the Diocesan Parish Stewardship Manual Appendix for suggested thank you formats.

*new
energy*

non-respondents and new parishioners

The stewardship process never ends. It should be ongoing throughout each year. It is necessary and important to follow up on those who have not responded as well as those who join the parish during the year. This is part of the overall parish stewardship educational process. Follow-up with non-respondents and educating new parishioners on the stewardship way of life can and will bring additional and new sources of energy and leadership to parish life. The welcoming of new parishioners should include an introduction to the parish and diocesan stewardship process.

Please refer to the Diocesan Stewardship Manual Section VII-C for examples of how to contact non-respondents and welcome new parishioners.

*measure
success*

parish stewardship and related structure evaluation

The effectiveness of the stewardship process or renewal cannot be judged solely on the basis of financial results and volunteer commitments. Stewardship is spiritually based; the results will be in the hearts of those who are responding to the call. While we cannot always measure or see evidence in the quantitative results, it may be happening in qualitative terms, e.g. more enthusiasm, increased joy, deeper individual involvement, commitment and attitude which, over time, provides increased quantitative results.

Commitments of time, talent and treasure, on the other hand, can be measured. Ordinary offertory giving should be analyzed by looking at comparable periods in previous years, particularly that of the most recent year. Review of the numbers should include factoring in or out special fund raising that was or may be necessary. Reviewing the results of a renewal should also compare the number of volunteers participating from year to year. Keeping annual statistics on the time, talent and treasure commitments can be very valuable when needed for trend analysis and projection purposes.

It is important for the stewardship committee, the finance committee and the parish pastoral council to annually meet with the pastor and associates to formally evaluate the results of each stewardship renewal process. Statistics and trends should be reviewed. Parish structure should also be reviewed to determine if it is meeting the needs of the parish as well as providing parishioners the opportunity to serve and be served.

Conducting and completion of the follow-up and evaluation process within two to three months of Impact Sunday is imperative. The promptness in which volunteers are contacted, thanked and utilized will directly correspond to the results and success of the parish stewardship process.

Providing an appropriate parish structure to facilitate the gifts of time, talent and treasure, providing spiritual, educational and social services to the parish community is important. The success and effectiveness of the services provided will be commensurate with the adequacy of the structure in place to deliver the services.



presentation

***Do not neglect to
do good
and to share
what you have;
God is pleased
by sacrifices
of that kind.***

Hebrews 13:16

pastor's letter

purpose and timing thereof

Of importance in the parish stewardship renewal process is the pastor's annual communication (letter) to parishioners stressing the importance of stewardship in their individual lives and that of the parish. This annual communication to parishioners also serves as an invitation to prayerfully discern the gifts they have received and how they plan within the ensuing year to return of those gifts proportionately, generously and sacrificially in thanksgiving in service to their parish, community, the diocese and the universal Church.

The letter should be prepared on parish letterhead, personalized where appropriate and signed by the pastor and stewardship committee chairperson. The parish commitment forms should be referenced and enclosed.

This communication should be mailed or distributed sometime during the three-week period leading up to the commitment (impact) weekend. It is important for parishioners to have the commitment forms and related information in hand and on their minds as they hear the pastor's stewardship homilies and also important that they have them in ample time to prayerfully consider the completion and return thereof.

It is important to thank them for their past generosity and to ask for their continued support by completing and returning the enclosed parish time, talent and treasure commitment forms.

The letter should briefly remind parishioners of their individual call to discipleship and that stewardship is the action of carrying out that discipleship.

Attached to or enclosed with the letter should be a parish ministry booklet, brochure or leaflet identifying and describing the various parish ministries and/or activities. The time and talent commitment forms should be designed around and representative of the ministries and activities available in the parish. The parish may also want to include additional stewardship information or educational materials.

The process of completing the forms along with how and when they are to be returned should be included in the letter. It is desirable to provide an envelope within which they can confidentially return their completed forms.

There are a variety of ways this letter and enclosures can be distributed or mailed to parishioners.

1. They can be mailed to all households.
2. They can be labeled and distributed following the Masses on the designated weekend. Those not picked up by parishioners can then be mailed.

Whatever process is followed, it is important for the letter and enclosures to be distributed to and/or mailed, in some fashion, to all parish households.

homily

what's important to communicate

Stewardship is a way of life whereby we, as disciples, recognize that a person is not the absolute master of his/her own possessions. As stewards we are caretakers of all God's gifts. Gratitude for these gifts is expressed in prayer and worship and we are to share these gifts out of love of God, one another, our parish, diocese and the universal Church.

There are some that mistakenly feel that stewardship is only a gimmick for raising more funds for the Church. This is not so. Stewardship is based on the references in scripture to stewardship, and Jesus specifically talks about it in a number of His parables. By addressing stewardship directly, He made it clear how He wanted us to live. One of those ways is to become involved with others and share with them what we have, not only our treasure, but our time and talent as well. Stewardship is based on God's word, not on the fundraising needs of the church.

Stewardship is based on an individual's need to give, not on the Church's need to receive. Stewardship is based on the premise that all that we have and all that we are comes from God, and as a way to thank Him for all His blessings, we return to God a portion of the time, talent, and treasure allotted to us. A person's decision to give his or her time, talent and treasure is based on his or her need to give, which is inspired by the Holy Spirit within us.

Giving of time, talent and treasure is not limited to the church (parish). Most people will also give of their time and talent as volunteers, where possible, to diocesan or community agencies in addition to volunteering in their parish. Most will also give money to other community agencies in addition to supporting their parish.

It is important to stress the need of each individual's annual recommitment, giving and volunteering, of time talent and treasure. In this way, parishioners are invited annually to conscientiously assess the gifts they have received from God and how they may plan to continue or change the prayerful return of those gifts in thanksgiving.

It is generally more meaningful and educational to consider giving separate homilies, one each weekend beginning with time, then talent and ending with treasure. This process gives equal importance, as it should, to all three aspects of stewardship.

Please refer to the scriptural resource section of this manual for biblical support in preparing a homily.

Pastors and associates should also mention and stress the importance of completion of the time, talent and treasure commitment forms and how those forms facilitate the parish stewardship process carrying out the mission of the parish, meeting its needs and making it possible for the parish community to be a place of prayer, hospitality, education and service.

witness talks

role of the lay witness

One of the most effective means of presenting the stewardship message is through the Stewardship Lay Witness Talk. This talk is usually given after the homily or at the end of Mass by people who are already practicing stewardship in their own lives. It may be given by an individual, or a couple. In some cases, even children may participate. The talk has two purposes: 1) to inspire people to become good stewards and 2) to share real life examples of how stewardship is lived.

An important part of people's acceptance of the concept of stewardship is the personal witness and individual testimony you provide with your presence and the way you give your talk.

The most important goal of living a life based on the principles of stewardship is a deepening of faith...a real spiritual conversion. Your sharing of your spiritual journey with other members of your parish family is a unique gift and a true statement of your commitment to stewardship. You are showing your gratitude by this sharing.

sample outline for composing lay witness talks

1. Introduce yourself.
2. Properly define Christian stewardship.
3. Discuss how you began practicing stewardship.
4. Identify when you began to experience the benefits.
5. Urge your fellow parishioners to start and get involved.

some do's and don'ts for lay witness talks

do . . .

(If time permits and if any of these fit into your talk)

- Explain that stewardship means giving of the “first fruits,” not what is left over.
- Talk about the personal need of each Christian to give back in gratitude.
- Say, “Many of you know from your own giving experience that what I have told you is true.” (Acknowledging that you are not in this alone.)
- Stress the sense of joy and fulfillment that comes to those who give God the first share of their time, talent and treasure as a way of expressing their gratitude and trust in God.
- Talk about intentional, planned and proportionate giving. Explain what it means to you to give from your substance.
- Emphasize that it is important to give all three “time, talent and treasure.”
- Explain that stewardship involves not only church (parish and diocese); it also includes the community and the universal Church.

don't . . .

- Talk in bargaining terms (e.g. “I gave this much time or treasure and God gave me this in return”)
- Stress church needs or budgets.
- Talk in dollar or time amounts: “If everyone could give \$10 a week” ... “we need \$2 more a week” ... “give our fair share” ... “if everyone could give 3 hours per week.”
- Use threats of possible consequences stemming from the failure to give: “We won't be able to heat or air-condition the church” ... “We'll have to close the school.”
- Suggest that parish stewardship is an obligation.

For a guide and actual examples of lay witness talks contact the Diocesan Stewardship Office.

commitment forms

The use of time, talent and treasure forms is very important to the parish stewardship renewal process.

Specifically, the time and talent forms should be representative of the parish structure, its ministries and services available as well as providing parishioners the opportunity to volunteer their time and talent in meeting the needs and services of the parish.

The use of generic forms, unrelated to parish structure, ministries or services is not advised. Generic forms are generally lacking in providing parishes with the information and volunteerism needed to adequately support parish ministry, needs and the delivery of services to the parish community. Likewise, generic forms do not generally provide parishioners with a sense of adequate or needed volunteer involvement in the parish community.

Treasure commitment forms should challenge parishioners to look carefully at their material gifts and to discern the generous and sacrificial return of those gifts to the parish.

The following sample parish forms provide an example of how to design and prepare forms that will give parishioners ample opportunity to serve and be served, giving of their time, talent and treasure, carrying out the mission of the parish.

follow-up

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.

sample thank you letter

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.

sample phone script for those who did not return commitment forms

Hello _____ . This is _____ from _____ Parish.

We are calling and visiting with several families in the parish to discuss thoughts about what can be done to make our parish a better place of prayer, hospitality and service. Your opinions and participation are important to us. Our records reflect we have not received the completed time, talent and treasure forms that were previously distributed to you. Could we mail another set of forms to you or would you like us to schedule a visit with you at your home to talk about those things in parish life that are important to you?

If they want another set of forms sent, please do so promptly.

If they would like to schedule a visit, ask when they would be available to meet.

If they want neither, simply thank them.



evaluation

*In your hand are power and
might; it is yours to give
grandeur and strength to all.*

Therefore, our God,

we give

you thanks and

we praise

the majesty of your name.

For everything is from you,

and we only give you what we

have received from you.

1 Chronicles 29: 11-14

parish stewardship evaluation *process*

introduction

“The Christian vocation is essentially a call to be a disciple of Jesus. Stewardship is part of that. Even more to the point, however, Christians are called to be good stewards of the personal vocations they receive. Each of us must discern, accept, and live out joyfully and generously the commitments, responsibilities, and roles to which God calls him or her.”

Stewardship – A Disciple’s Response
The U.S. Bishops’ Pastoral Letter on Stewardship

In order to facilitate the Christian vocation of responding to the “Call to Discipleship” and to nurture stewardship as a lifelong “Way of Life:”

1. **Individuals should** develop and exhibit certain characteristics depicting their love of and example of following Christ;
2. **Parishes should** acknowledge stewardship as the “key” to an alive, vibrant parish where dedicated and committed parishioners, giving freely of their time, talent and treasure, without expectation of return, create a dynamic atmosphere that invites and encourages others to become involved and sets a positive example for the entire parish community. Parishes should develop, foster, nurture and maintain a parish stewardship process, exhibiting certain characteristics, providing parishioners, young and old, the opportunities to learn about, experience and live out the lifelong “Way of Life,” serving the parish community, the diocesan and wider universal Church;
3. **Parishioners should** sense and feel that their parish is a place of prayer, education, hospitality and service, within which they experience the invitation and opportunity to serve and to be served.

The attached form has been designed to assist pastors and parish leadership in reviewing and evaluating their parish stewardship process and the effectiveness thereof in facilitating the “Call to Discipleship” whereby parishioners are drawn to and converted to that lifelong “stewardship way of life.”

Parish *Stewardship* Evaluation Form

1. During 1992 the National Conference of Catholic Bishops published a Pastoral Letter on Stewardship, *Stewardship A Disciple's Response*. This document quite appropriately mirrors the stewardship concept, *United Catholic Stewardship*, that was designed and implemented in the Catholic Diocese of Wichita during 1985.

QUESTIONS:

- What efforts have been made by our parish or a designated parish committee (preferably a stewardship committee) to study the Pastoral Letter?
- What efforts have been made by our parish to clearly define and communicate stewardship as a “way of life” (the call to discipleship) as opposed to using the term only in a financial sense or need?

2. The Diocesan publication, *Characteristics of a Christian Steward*, printed and distributed during 1999, identifies and describes personal characteristics that are essential and present in the lives of those individuals (stewards) who desire to fully know, love and serve Jesus. While there are many characteristics that could apply to stewards striving to follow in the footsteps of Jesus, the following ten (10) seem essential and ever present:

<i>Prayer</i>	<i>Humility</i>	<i>Trust</i>	<i>Patience</i>	<i>Responsibility</i>
<i>Gratitude</i>	<i>Generosity</i>	<i>Simplicity</i>	<i>Mercy</i>	<i>Perseverance</i>

QUESTIONS:

- What process will our parish undertake to communicate and instill the *Characteristics of Christian Stewards* within our parish family?
- How will we study the publication?
- Will our homilies, where appropriate, incorporate, include and convey the characteristics of Christian Stewards?
- Will we use witness presentations to reflect examples and experiences of those who possess many, if not all, of the characteristics?

3. The Diocesan publication, *Parish Stewardship Manual*, was published and distributed during the fall of 1994 for the purpose of helping individuals and parishes develop the “stewardship way of life.” The publication provides a general discussion on the subject of stewardship and provides an overview of how to implement the stewardship process, including the annual renewal, at the parish level.

QUESTIONS:

- Does our parish have a copy of the publication “Parish Stewardship Manual?”

- Have we used it to assist in the understanding, design and implementation of stewardship in our parish?
- Have we used it to assist in designing and facilitating our parish's annual stewardship renewal process?
- Have we sought the manual for helpful information including sample forms, suggested communication, continuing education sources, ideas and other related information?

4. The Diocesan publication, *Young Stewards in Formation*, was published and distributed during fall of 1996 for the purpose of teaching and passing on the stewardship way of life to our youth, the next generation. This publication contains suggested and specifically prepared classroom stewardship curriculums for students in parish school of religion (CCD) programs as well as for students in Catholic elementary and secondary schools. The curriculums and related lesson plans are prepared to provide for and assist the Catechists as they strive to convey this important concept to our Catholic youth.

QUESTIONS:

- Do our parish and/or school catechists have access to the “Young Stewards in Formation” manual?
- Are we using the manual or incorporating other stewardship curriculums in our PSR (CCD) and/or Catholic school religious education programs?
- What efforts are we undertaking to communicate the stewardship message to our youth during the annual parish stewardship renewal process?
- Are we adequately and appropriately communicating the stewardship way of life message to the next generation?

5. The Diocesan publication, *Characteristics of a Stewardship Parish*, was published and used as the primary focus at the diocesan regional stewardship seminars conducted during July and August 1997. Copies were subsequently distributed to all parishes within the Diocese.

The publication identifies and describes the following eight (8) characteristics that experience indicates are evident in parishes where, through the generous and sacrificial response and conversion of parishioners, the stewardship way of life is alive, vibrant and lifelong.

- I. Parishioners have the opportunity, centered around the Eucharist, to grow in union with God and one another, through prayer, education and service.
- II. An active Stewardship Committee is in place.
- III. Parishioners give proportionately, generously and sacrificially of their time, talent and treasurer.
- IV. A mission statement, pastoral plan and supporting structure is in place.
- V. Stewardship education is ongoing.
- VI. There is an annual stewardship renewal and follow-up process in place.

- VII. Special fund raising needs, when necessary, are conducted within the definition, spirituality and context of the Church's teaching and practice of stewardship
- VIII. Planned giving (the stewardship of assets) and endowment awareness are promoted.

QUESTIONS:

Each parish community should, recognizing its own uniqueness, evaluate and answer the following questions, keeping in mind its demographics including size, age, culture, location, economics, etc.

- How and on what basis has our parish studied the publication "*Characteristics of a Stewardship Parish?*"
- Do our parishioners experience and have the opportunity, centered around the Eucharist, to grow in union with God and one another, through prayer, education and service?
- Do we, through homilies and education, communicate that through the Eucharist we enjoy a unique union with Christ and with one another? And through this, His love—His very self—flows into his disciples and through them and their practice of stewardship to the entire human race?
- Do we have an active stewardship committee in place?
- Are the responsibilities of our parish stewardship committee clearly defined?
- Is the stewardship message from our parish bringing parishioners to the understanding and realization that all their time, talent and treasure are God's gifts to them? And that true stewardship means giving back to God proportionately, sacrificially and generously in not one, but all three of these areas?
- Does our parish have a clear sense of mission, a pastoral plan with specific goals to achieve it and an organized structure that supports it?
- Is the mission statement, plan and structure periodically reviewed to assure its effectiveness in meeting the ongoing and changing demographics, ministry and service needs of the parish community?
- What efforts are taken to assure that parishioners are given ample opportunity to serve and be served?
- How does our parish keep the stewardship message (education) fresh and ongoing throughout the year?
- Does our parish seek to obtain and use stewardship materials and resources available through the diocesan or national levels?
- Does our parish incorporate and use the diocesan youth stewardship curriculum "*Young Stewards in Formation*" in our elementary school or Parish School of Religion (CCD) programs? If not, how are we passing along the stewardship message to the next generation?
- Has our parish prepared and distributed a parish ministry & activity booklet or other source providing parishioners with an overview of the ministries, services and activities within the parish community?

- Do we include stewardship reflections, scriptural quotations or other related articles in our parish bulletin or newsletter? Do we provide stewardship literature in the parish booklet racks and/or in the parish library?
- Do we keep parish staff educated and informed on the subject of stewardship so that they can appropriately support, practice and convey the concept and message not only in their own lives, but also with those they encounter and work with on a daily basis?
- How do we communicate or include the stewardship message in the welcoming process for new parishioners?
- Do we conduct a structured and well-planned annual stewardship renewal process?
- Have we held a parish stewardship/ministry fair?
- Is our renewal process built around our parish structure? Does it facilitate and encourage participation and volunteerism in concert with the ministries, services and activities within the parish community?
- Does our renewal process include an appropriate and effective follow-up whereby we receive, record and respond to the time, talent and treasure commitments of parishioners? How promptly, if at all, do we acknowledge and extend thanks to parishioners for their commitments of time, talent and treasure?
- When planning special fund-raising needs, what efforts are made to integrate the stewardship message into the process whereby the gifts being sought are based on a spiritual commitment and on the individual's need to give versus the parish's need to receive?
- What efforts are taking place within our parish to promote planned giving and endowment awareness?

Responses to the above questions relative to the stewardship process will reveal the strengths, weaknesses, effectiveness or ineffectiveness of stewardship in the parish.

The manner in which the parish answers and reacts, where necessary, to the responses will play an important role in the process of the parish becoming or maintaining its status as a place of "prayer, hospitality, and service", wherein parishioners develop an overall positive attitude, understanding of and conversion to living stewardship as a lifelong "way of life."



resources

Whatever you do,

do from

the heart

as for the Lord and

not for others,

knowing that you will

receive from the Lord

the due payment

of the inheritance.

Colossians 3:23-24

personal assistance

The Diocesan Stewardship Office under the direction of the Director of Stewardship and Finance is responsible for facilitating the diocesan stewardship process, United Catholic Stewardship, at the parish and diocesan level. In this role the stewardship office directly facilitates the annual diocesan stewardship renewal process providing educational information, training and related materials to parishes. The diocesan stewardship office is available and willing to work directly with parishes as they seek help, assistance, education and training relative to the stewardship concept, the process, parish planning and working with parish stewardship committees. To seek assistance and help please contact:

Daniel L. Loughman, Director of Stewardship and Finance
Catholic Diocese of Wichita • 424 N Broadway • Wichita, KS 67202
Office phone – 316-269-3900 • E-mail address – loughman@cdowk.org

educational assistance

In an effort to keep the stewardship message alive, the diocese schedules and hosts periodic educational conferences and seminars. Daylong conferences are held on an every other year basis, while evening regional seminars are scheduled and held during the in between years. The daylong conferences provide more specific agenda topics and will generally include a presentation(s) by stewardship professionals from throughout the United States. The evening seminars are generally of two to three hours in length and are more general in topic presentation and may draw special attention to upcoming annual diocesan/parish renewal process.

For scheduled dates of conferences and seminars, please contact the diocesan Director of Stewardship and Finance (316-269-3900)

mentoring assistance

There are a variety of sources from which to seek information, education and training. In addition there are those from within our diocesan community who have a variety of parish, diocesan and national experience and exposure who are available and willing to provide assistance to parishes.

The following mentoring resources are available:

- Diocesan Stewardship Office
- Diocesan Stewardship Committee
- Various Parish Representatives and/or Stewardship Committee Members

For assistance in seeking services from any of the above, please contact the diocesan Director of Stewardship and Finance (316-269-3900).

written/video/audio assistance

There are various sources of printed stewardship materials available from the diocese, the International Catholic Stewardship Council and other publishers. All of these materials are informative, educational and helpful. Also available is a collection of video and audiotapes that are available to be checked out for viewing or listening from the diocesan stewardship office. Please refer to pages 36 & 37 in the Resources section of this handbook for publishers, a brief description of contents, costs of the materials and how the videos and tapes can be obtained.

materials *resource*

PUBLICATION	PUBLISHER/PHONE	COST TO ORDER	
		Wichita Diocese	Others
Parish Stewardship Manual <i>Helping Individuals And Parishes Develop the Stewardship Way of Life</i>	Catholic Diocese of Wichita 316-269-3900	N/C	\$7.00
A Parish Stewardship Handbook <i>An excellent annual renewal guide for pastors and stewardship committees</i>	Catholic Diocese of Wichita 316-269-3900	N/C	\$5.00
Young Stewards in Formation <i>Youth Stewardship Manual - Including Elementary, Secondary & PSR (CCD) Curriculums (3 Ring Binder)</i>	Catholic Diocese of Wichita 316-269-3900	N/C	\$50.00
<i>Elementary / Secondary Curriculum Only - Unbound</i>		N/C	\$10.00
<i>PSR Curriculum Only - Unbound</i>		N/C	\$10.00
Characteristics of a Stewardship Parish <i>Overview of Characteristics Evident in Successful Stewardship Parishes</i>	Catholic Diocese of Wichita 316-269-3900	N/C	\$3.00
Characteristics of a Christian Steward <i>Ten Essential Characteristics Associated with a Christian Steward</i>	Catholic Diocese of Wichita 316-269-3900	N/C	\$5.00
Guide For Stewardship Lay Witnesses 16-269-3900	Catholic Diocese of Wichita	N/C	N/C
Stewardship: A Disciple's Response <i>U.S. Bishops' 1992 Pastoral Letter English/ Spanish Edition</i>	United States Catholic Conference 800-235-8722	\$8.95	\$8.95
To Be a Christian Steward <i>A Pocket Sized Summary of the U.S. Bishops' 1992 Pastoral Letter English or Spanish Version</i>	United States Catholic Conference 800-235-8722	\$0.60	\$0.60
Stewardship <i>An excellent monthly newsletter on Stewardship - Good bulletin insert</i>	Parish Publications, Inc. 800-521-4486	100-499 500-999 1000 +	\$10.79/hundred/month \$ 9.18/hundred/month \$ 8.08/hundred/month
Childrens Stewardship Manual <i>A good resource for diocesan and parish leaders as they promote and foster stewardship for children and youth. Available in English or Spanish.</i>	International Catholic Stewardship Council, Inc. 202-289-1093	\$10.00	\$10.00
Stewardship: Disciples Respond <i>A Practical Guide for Pastoral Leaders</i> 202-289-1093	International Catholic Stewardship Council, Inc. 202-289-1093	\$10.00	\$10.00
Steward Saints For Every Day <i>A Look at the Saints Through a Stewardship Lens</i>	International Catholic Stewardship Council, Inc. 202-289-1093	\$15.00	\$15.00

materials *resource*

PUBLICATION	PUBLISHER/PHONE	COST TO ORDER	
		Wichita Diocese	Others
The Stewardship Rosary <i>Rosary and Stewardship Meditation on the Fifteen Mysteries</i>	International Catholic Stewardship Council, Inc. 202-289-1093	\$4.00	\$4.00
Stewardship and Development in Catholic Dioceses and Parishes <i>Resource Manual / Supplement to the Bishops' 1992 Pastoral Letter</i>	United States Catholic Conference 800-235-8722	\$2.95	\$2.95
Stewardship By The Book <i>Scriptural Quotations and Reflections On Stewardship</i>	Sheed & Ward 800-333-7373	\$9.95	\$9.95
The Disciple as Steward <i>A six-week small group study of the U.S. Bishop's Pastoral Letter, Stewardship: A 'Disciple's Response</i>	Sheed & Ward 800-333-7373	\$2.95	\$2.95
The Stewardship Game <i>A board game designed to teach important principles about stewardship</i>	Sheed & Ward 800-333-7373	\$29.95	\$29.95
Stewardship – A Parish Handbook <i>An excellent guide to help parishes design, implement and assess their stewardship process</i>	Liguori Publications 800-325-9526	\$24.95	\$24.95
PUBLISHER ADDRESSES			
Catholic Diocese of Wichita 424 N. Broadway Wichita, KS 67212 316-269-3900	United States Catholic Conference 3211 Fourth St., NE Washington DC 20017 800-235-8722	Parish Publications, Inc. P. O. Box 71085 Madison Heights, MI 48071 800-521-4486	
International Catholic Stewardship Council, Inc. 1275 K. St. NW • Suite 980 Washington DC 20005	Sheed & Ward 115 E. Armour Blvd • P. O. Box 419492 Kansas City MO 64141 800-333-7373	Liguori Publications One Liguori Drive • P. O. Box C04145 Liguori MO 63057 800-325-9526	

video/audio *resource*

A collection of video and audio tapes are available through the diocesan stewardship office. These tapes feature keynote speakers and workshop presenters at many of the past diocesan and national stewardship conferences.

These materials may be checked out for viewing by your parish stewardship committee and/or other parish leadership. To review a listing of the topics available, please call the Chancery at 316-269-3900 and request that a list be sent to you. The materials can be picked up at the Chancery or mailed to you if you prefer. We would appreciate your prompt return of all items.

scriptural *resource*

OLD TESTAMENT

Genesis	1-24	God created the world in seven days.
	2:5-25	God created man and woman.
	22:1-19	God put Abraham to the test: To prove the firmness of Abraham's faith in God's promise that through Isaac all the nations of the earth would find blessings.
	28:10-22	Jacob's dream of the staircase to heaven with stone as a pillow.
Exodus	19:5	We own nothing.
	23:9	Help the poor.
Leviticus	25:23	We own nothing. The land shall not be sold in perpetuity; for the land is mine, and you are but aliens who have become my tenants.
Numbers	18:29	From all the gifts that you receive, and from the best parts, you are to consecrate to the Lord your own full contribution.
Deuteronomy	8:6-20	Danger of prosperity – warning of not giving.
	10:10	God promised he would give us land.
	24:17-22	Justice, equity and charity.
II Samuel	24:24	Sacrificial giving: The kings, however, replied to Aranuah, "No, I must pay for it, for I can not offer to the Lord my God holocausts that cost nothing."
Nehemiah	10:36-40	Tithing – first fruits.
	12:44	Tithing – first fruits.
Psalms	24:1-2	Ownership and creation.
	115:12-14	Creation.
Proverbs	3:9-10	Honor the Lord with all your wealth, with the first fruits of all your produce; then will your barns be filled with grain, with new wine your vats will overflow.
	31:10-13, 19-20,30-31	Living as a steward.
Sirach	Ecc 29:11-12	Give planned, proportionate and sacrificial goals.
Isaiah	25:4-6	Poor people – the Lord will provide.
Malachi	1:14-22	Sacrificial: Cursed is the deceiver, who has in his flock a male, but under his vow sacrifices to the Lord a gelding.

NEW TESTAMENT

Matthew	6:19-21	Do not store up for yourselves treasures on earth where moth and decay destroy, and thieves break in and steal... for where your treasure is, there also will your heart be.
	6:24-34	You cannot serve God and money – Dependence on God – Do not worry about your life.
	16:24-28	The conditions of discipleship.
	18:10-14	The parable of the Lost Sheep.
	20:1-16	The workers in the vineyard.
	24:25	Faithful and prudent steward.
	25:14-30	The Parable of the Talents.

scriptural *resource*

NEW TESTAMENT, cont.		
Mark	4:24-25	The Parable of the Lamb.
	10:17-31	The rich man.
	12:41-44	The poor widow's contribution – Widow's Mite.
Luke	6:24-25	But woe to you who are rich, for you have received your consolation. But woe to you who are filled now, for you will be hungry.
	6:38	Measuring your giving.
	9:60-62	"Go and proclaim the kingdom of God..."
	10:29-37	The Parable of the good Samaritan.
	12:13	Greed.
	19:11-27	The Parable of the Ten Gold Coins.
	20:9-19	The Parable of the Tenant Farmers.
John	14:15-21	The Advocate.
	19:25	Mary, Mother of God and stewardship.
Acts of the Apostles	20:35	It is more blessed to give than to receive.
Romans	13:8-10	Love fulfills the law.
	14:12	So then, each of us shall give an account of himself to God.
I Corinthians	10:17	Eucharistic stewardship.
	12:4-11	Unity and variety of blessings and gifts.
	14:12	"Seek to have an abundance... for building up the church."
II Corinthians	8:1-9	Generosity in giving.
	9:1-15	God's indescribable gift – His life.
Ephesians	5:15-16	Duty to live in the light.
I Timothy	3:15	Being a steward of the church.
	6:17-19	The right use of wealth: be generous, sharing what you have.
Hebrews	13:5	Let your life be free from love of money, but be content with what you have, for he has said, "I will never forsake you or abandon you."
	13:16	Do not neglect to do good and to share what you have; God is pleased by sacrifices of that kind.
James	1:16-18	God's gifts to us.
	2:14-17	Faith and works.
I Peter	4:8-11	Christian Charity: As each one has received a gift, use it to serve one another as good stewards of God's varied grace.
I John	3:17	Love for one another – worldly needs.



God's Rich Mercy

Stewardship prayer

O Merciful God,

***You are the provider of all that
we are and all that we have.***

***You open wide your hand to provide
for the needs of every living creature.***

***Make us always grateful for your
loving Mercy and grant that we may
be faithful stewards of your gifts;***

through Jesus Christ our Lord,

***who with You and the Holy Spirit lives
and reigns, one God forever and ever.***

Amen.