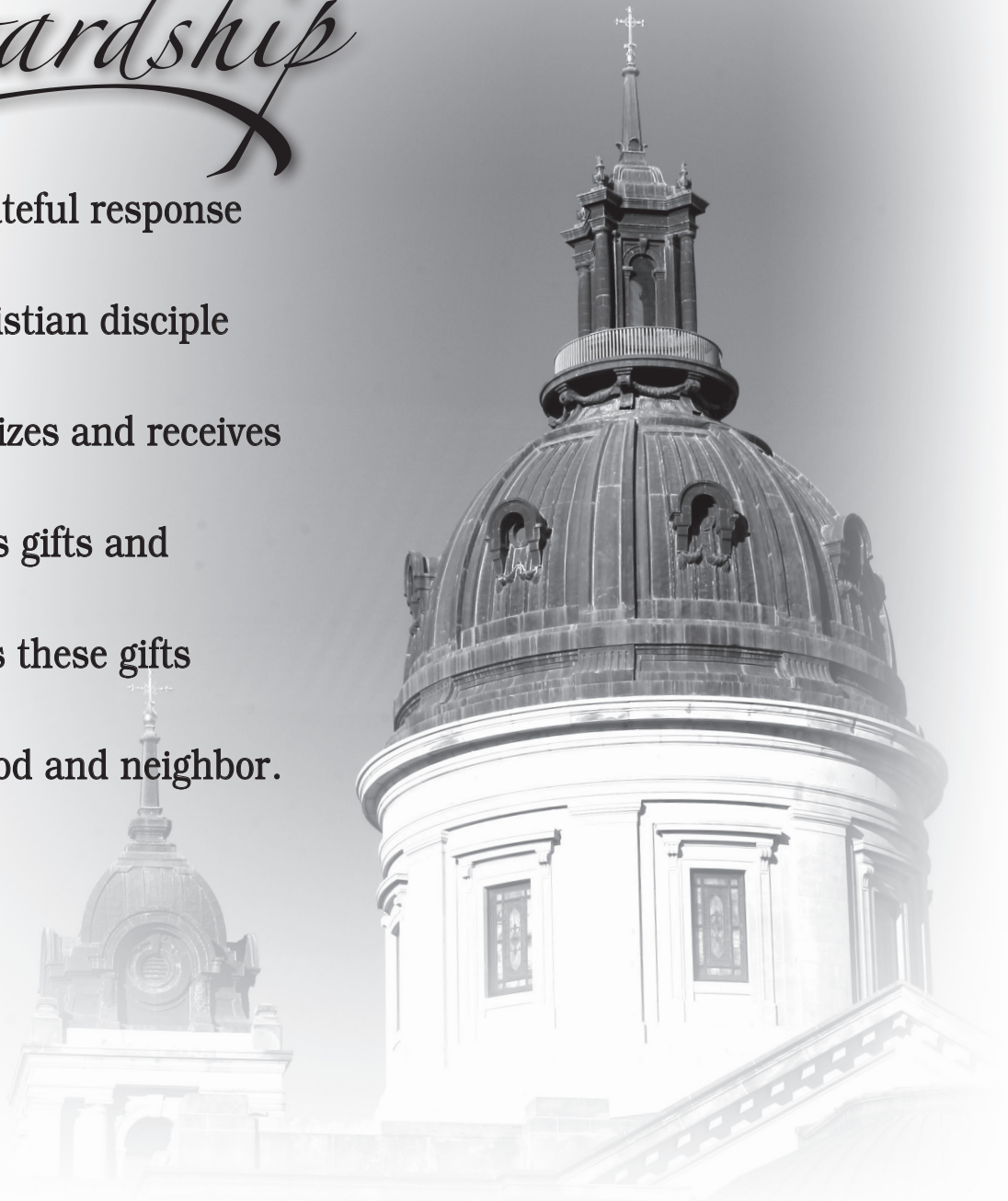
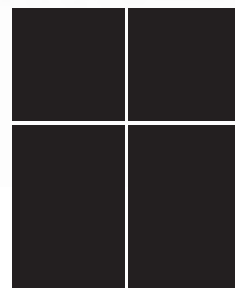


Stewardship

is the grateful response
of a Christian disciple
who recognizes and receives
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shares these gifts
in love of God and neighbor.



ANNUAL PARISH
STEWARDSHIP
RENEWAL EVALUATION



CATHOLIC
DIOCESE
OF WICHITA

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 Disciples Response**”
The U. S. Bishops’ Pastoral Letter on Stewardship

“**Stewardship** is the grateful response
of a Christian disciple who recognizes and receives
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in love of God and neighbor”

Catholic Diocese of Wichita

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. Parishes should acknowledge *stewardship spirituality formation* as the “key process” to an alive, vibrant parish. Formed, dedicated, and committed parishioners giving freely of their time, talent and treasure create a dynamic atmosphere that invites and encourages others to become involved, and sets a positive example for the entire parish community.
2. In the stewardship spirituality formation mentioned above, the annual parish stewardship renewal plays an important role. This document serves as an evaluation of the parish annual stewardship renewal.

PARISH STEWARDSHIP EVALUATION FORM

Research, experience and success in facilitating stewardship as a way of life within the parish community confirms two important best practices:

1. Have an active and committed parish stewardship council.
2. Facilitate a well planned annual parish stewardship renewal.

Annually the Diocesan Office of Stewardship prepares a date-specific and detailed “**Annual Parish Stewardship Renewal Schedule and Guidelines**” brochure to assist pastors and parish stewardship councils as they seek to plan and carry out their annual parish stewardship renewal process.

The brochure, mailed to pastors and parish stewardship council chairpersons is also available on the Diocesan web site (Office of Stewardship – Materials and Supplies) The brochure provides detailed information and best practices pertaining to the three-phase renewal process including:

1. The **Preparation** phase
2. The **Call to Commitment** phase
3. The **Follow-Up** phase

To assist you as you evaluate the effectiveness of your annual parish renewal, below you will find a series of related questions pertaining to the “Annual Parish Stewardship Renewal Schedule and Guidelines” brochure. These questions refer to the three-phase process as well as the proven best practices prescribed therein.

GENERAL QUESTIONS

- Does our parish have an active and committed parish stewardship council?
- Did our parish stewardship council seek to study and familiarize itself with the Annual Parish Stewardship Renewal Schedule and Guidelines?
- How committed was our parish stewardship council in planning and facilitating our annual parish stewardship renewal in accordance with the suggested three phases?
- Did we commit time during the annual Follow-Up phase to evaluate, document and file for future reference, the strengths, weaknesses and suggested revisions to be considered as we plan for the next renewal?

“PREPARATION PHASE” QUESTIONS

- When did we begin our annual stewardship renewal preparation and planning process?
- When did we begin and what process did we follow in reviewing and editing our parish Time and Talent commitment forms?
- Was the Parish Pastoral Council included in the process of reviewing and designing our Time and Talent commitment forms?
- Were our Time and Talent commitment forms parishioner friendly, (clarity of instruction, ease of completion and understandable)?
- What efforts did we make to provide Time and Talent commitment forms to the youth and young adults of the parish?
- Did our forms appropriately represent the invitation and opportunity for all parishioners, young and old, to volunteer and to become actively involved in our specific parish ministries, activities, groups, etc.?
- Who was responsible for approving the final draft of the parish time and talent commitment forms?
- Who was responsible for the completion and submission of the annual stewardship materials order form to be sent to the Diocesan Stewardship Office on or before the order

deadline date as specified in the Annual Parish Stewardship Renewal Schedule and Guidelines brochure?

Did our parish host a stewardship ministry fair? If so, was it successful? Why or why not? Should our parish consider planning a stewardship ministry fair?

Did we schedule lay witness presentations during our Call to Commitment phase? If not, should we plan to do so? What assistance or advice might we seek from the diocese or other parishes who have or are using witness presenters?

Did our parish include stewardship quotes in the weekly parish bulletins?

What efforts did we make to write and publish stewardship articles in our parish newsletter / bulletin?

“CALL TO COMMITMENT PHASE” QUESTIONS

What method did the parish follow in the preparation, assembly and distribution of Time, Talent and Treasure commitment forms to parishioners / households?

What efforts were made to assure that forms were made available to all parish households?

Did the pastor and the parish stewardship council chairperson prepare letters of invitation and encouragement to be included in the distribution of commitment forms to parishioners / households?

Were homilies presented on the spiritual and practical aspects of stewardship?

Did the parish plan and facilitate some symbolically significant method to collect and present completed commitment forms on Stewardship Response Sunday? (Incorporating collection, presentation, and blessing of the forms in connection with presentation of the gifts at Mass is a concrete way to express the generous and sacrificial sharing of time, talent and treasure represented by the completed commitment forms.)

Did the pastor, at all Masses on Stewardship Response Sunday, express thanks and gratitude to those who completed and presented their commitment forms?

“FOLLOW-UP PHASE” QUESTIONS

- How effective was our commitment form collection process? What procedures were in place and who was responsible for promptly thanking those who completed commitment forms?
- How effective was the method of compiling all the information from the completed commitment forms, (i.e. promptness)?
- How promptly did we distribute lists of volunteers to the various parish ministries, activities, groups, etc.?
- How prompt and accountable were the ministry heads in facilitating a procedure of again thanking and inviting volunteers to become involved in the sharing of time and talent in their chosen areas of parish ministry?
- How were the completed treasure commitment forms handled and to whom were they presented? Did the Parish Finance Council compile this information and again thank those who committed of their treasure?
- Was there a process in place to communicate in some manner with those who have not yet completed and returned commitment forms?
- How do we provide stewardship commitment forms to newly registered parishioners?