

# 2016/2017 PARISH STEWARDSHIP RENEWAL CALENDAR

*Stewarding our Gifts*

## PREPARATION PHASE

### JUNE (For details see page 2.)

Receive annual stewardship renewal materials:

- ☞ Planning guide, previous year's forms, order request form for renewal materials to be printed by the diocese
- ☞ Stewardship Council agenda items

Review last year's efforts - Complete the Renewal Evaluation Process

Determine dates for parish renewal efforts

Contact and confirm parish ministry leaders

Begin preparing a list of potential parishioners for Lay-Witness talks

Utilize Bulletin Bits

Utilize *Stewardship Prayers of the Faithful* (pgs. 17 & 18)

**Attend: Parish Leadership Institute on July 23 at the Spiritual Life Center**

### JULY (For details see page 3.)

Finalize changes to all forms

**August 1** is the deadline for ordering renewal materials to be printed by the Office of Stewardship

Finalize communication plan and annual renewal dates

Utilize Bulletin Bits

Utilize *Stewardship Prayers of the Faithful*

**Attend: Stewardship Renewal Formation Conference (details on pg. 2):**

- ☞ July 13: Our Lady of Lourdes, Pittsburg + Aug. 3: Sacred Heart, Ark City
- ☞ Aug. 6 & Aug. 10: Spiritual Life Center + Aug. 9: Holy Cross, Hutchinson

### AUGUST (For details see page 4.)

**Last chance - August 1** is the deadline for ordering renewal materials to be printed by the Office of Stewardship

Determine the contents of your parish stewardship renewal packets

The **BIG REVEAL** planning

Ministry Fair planning (pgs. 21 & 22)

Stewardship articles in bulletin

Utilize Bulletin Bits

Utilize *Stewardship Prayers of the Faithful*

### SEPTEMBER (For details see page 5.)

**September 3-4 - BIG REVEAL**

Stewardship articles in bulletin

Finalize date and method of distribution of parish stewardship renewal "packets"

Confirm & prepare Lay-Witnesses (pgs. 19 & 20)

Utilize Bulletin Bits

Utilize *Stewardship Prayers of the Faithful*

## CALL TO COMMITMENT PHASE

### OCTOBER (For details see page 6.)

All renewal materials available for pick up on or before **October 10** and at the Fall Clergy Conference **October 17-22, 2015**  
Begin distribution of renewal packets to parishioners **Week of October 24th**

Stewardship homilies  
Utilize Bulletin Bits

Utilize *Stewardship Prayers of the Faithful*  
Stewardship articles in bulletin

Distribute Personal Apostolate/Personal Growth in Faith form  
Finalize plans for Ministry Fair

Develop plan for FOLLOW-UP Phase

### NOVEMBER (For details see page 7.)

**Tri-Stewardship Weekends: Oct. 29-30, Nov. 5-6 and 12-13**

Give Stewardship homilies

Utilize *Stewardship Prayers of the Faithful*  
Utilize Bulletin Bits

Stewardship articles in bulletin  
Ministry Fair

Lay-Witness talks

**November 19-20  
COMMITMENT  
SUNDAY!**

Pray

Collect commitment forms

Give Stewardship homilies

Bulletin Bits

Stewardship

*Prayers of the Faithful*

Stewardship articles

in bulletin

## FOLLOW-UP PHASE

### DECEMBER (For details see page 8.)

Utilize Bulletin Bits

Utilize *Stewardship Prayers of the Faithful*  
Compile commitment forms

Contact parishioners that didn't return forms

Send appropriate acknowledgements and "Thank You!"

Schedule commissioning service

Schedule leadership gathering

### JANUARY/FEBRUARY (For details see pages 9.)

Utilize Bulletin Bits

Utilize *Stewardship Prayers of the Faithful*

Commissioning service for ministry leaders

Meet with ministry leaders to distribute lists

Ministry leaders contact parishioners

Send appropriate acknowledgements and "Thank You!"

Prepare and distribute 'Parish Annual Report'

Debrief Parish Annual Renewal Process

## ONGOING FORMATION PHASE

### MARCH/APRIL/MAY (For details see page 10-14.)

Utilize Bulletin Bits

Utilize *Stewardship Prayers of the Faithful*

Implement year round formation plan for parish and parish leadership.  
**Stewardship is a Way of Life forming disciples** not just filling out forms.