



2015.2016 Annual Parish Stewardship Renewal Evaluation Process:

Research, experience and success in facilitating *Stewardship as a Way of Life* within the parish community confirm the following 3 best practices:

1. The importance of an active formed and committed Parish Stewardship Council.
2. Facilitating a well-planned annual parish stewardship renewal process. Understanding that this is a year-round effort and one of the key elements is the formation of disciples.
3. Evaluating the pre/post results of the renewal process to ascertain strengths and weaknesses of the process.

The evaluation process prior to and following each renewal process is a key element of success. This form will assist your parish in the evaluation. It is important to remember that *'The effort put forth will be commensurate with the results.'*

GENERAL QUESTIONS:

- ⇒ Does our parish have an active and committed parish stewardship council?
- ⇒ Has our council participated in on-going stewardship formation opportunities?
- ⇒ Do we have term limits for council members? Did we add any new members this year?
- ⇒ Did we put up the Annual Renewal theme posters? Around the Parish? School?
- ⇒ Was the *Annual Parish Stewardship Renewal Planning Guide* helpful?
- ⇒ Do we utilize *Stewardship Prayers of the Faithful*? Year round? During renewal?

Notes:

PREPARATION PHASE:

Time Frame:

- ⇒ When did we begin our annual stewardship renewal preparation and planning process? May? June? July? Later???? Was this soon enough?
- ⇒ When did we begin and what process did we follow in reviewing and editing our parish Time & Talent commitment forms? Did we allow enough time?

Notes:

Commitment forms:

- ⇒ Were our Time & Talent and Treasure forms parishioner friendly? The convenience of acronyms may scare away some. Clear in instructions, easy to complete, and understandable? Do we need to translate them in any other language? Any thoughts on changes?
- ⇒ Were our forms inclusive and inviting? Did we provide opportunities for all parishioners, young and old, to volunteer and to become actively involved in our ministries, activities, groups, etc.
- ⇒ Did we make a *stewardship* presentation/formation to R.C.I.A. (Rite of Christian Initiation of Adults)
- ⇒ Did we use a Personal Growth in Faith/Personal Apostolate form? Did we distribute them prior to the distribution of renewal packets?

Notes:

The Three BIG Enchiladas: Ministry Fair/Lay-Witness Talks/Publicity

- ⇒ Did our parish host a *Stewardship Ministry Fair*? If so, was it successful? How do you define success? Did we send thank you notes to those involved?
- ⇒ Did we schedule *Lay-Witness* talks during our Call to Commitment phase? If not, should we plan to do so? What assistance or advice might we seek from the Office of Stewardship or other parishes who have or are using *Lay-Witnesses*? Did we send thank you notes?
- ⇒ What efforts did we make to write and publish '*stewardship articles*' in our parish bulletin and/or newsletter?

Notes:

CALL TO COMMITMENT PHASE:

Assembly & Distribution of forms:

- ⇒ Was the method used in the preparation, assembly of renewal packets successful? Did we have enough help?
- ⇒ What were the contents of our packets? Letter from pastor? Ministry guidebook? Time, Talent & Treasure forms, return envelope, Prayer card? Do we need to make any changes?
- ⇒ How did we distribute the renewal packets to parishioners? Distribute after Mass? Mail or deliver to parishioners home? Did we make personal invitations? Do we want to make a change?

Notes: _____

Collection of forms:

- ⇒ Did we plan and facilitate some symbolically significant way of collecting and presenting completed commitment forms on Commitment Sunday? Ex: present baskets/forms during the Offertory of Gifts.

Notes: _____

Homilies:

- ⇒ Were homilies presented on the spiritual and practical aspects of stewardship? Time, Talent & Treasure?
- ⇒ Was Father aware of the homily helps provided by the Office of Stewardship?

Notes: _____

Prayers of the Faithful:

- ⇒ Did we utilize *Stewardship* Prayers of the Faithful? Year round? During renewal?

Notes: _____

Publicity:

- ⇒ Did we include 'stewardship articles' in our parish bulletin and/or newsletter about the Ministry Fair and Commitment Sunday? Did we thank & recap the *Lay-witness* talk?

Call to Commitment Phase additional notes: _____

FOLLOW-UP PHASE – MOST IMPORTANT PHASE!

- ⇒ How effective was our commitment form collection process? What should we do differently?
- ⇒ Did we promptly thank those who completed commitment forms? Including those that returned treasure forms? Thank you letter from Father? Postcard from Stewardship Council?
- ⇒ Did we send a follow-up letter or make phone calls to those that did not return renewal forms?

Notes: _____

Compilation of forms:

Time & Talent forms:

- ⇒ How effective was the method of compiling all the information from the completed commitment forms? How quickly did we compile list for ministry leaders? Did this work? What should we change?
- ⇒ How promptly did we distribute lists of volunteers to the ministry leaders?
- ⇒ Did we gather ministry leaders for an open house or retreat to distribute lists and provide stewardship formation? Should we next year?
- ⇒ How prompt and accountable were the ministry leaders in again thanking and inviting volunteers to become involved? Did we follow-up with the ministry leaders? Did we thank them?

Notes: _____

Treasure forms:

- ⇒ How were the completed treasure commitment forms handled and to whom were they presented?
- ⇒ Were parishioners thanked for returning treasure commitments?

Notes: _____

MISCELLANEOUS:

- ⇒ How do we intend to make stewardship formation a year long process?
- ⇒ How do we engage new parishioners of our parish?

Notes: _____
