

A TIME TABLE FOR YOUR STEWARDSHIP OF SERVICE EFFORT

There are many models for developing a renewal program and follow-up for your Stewardship of Service effort. It will be important to consider the size of your parish, your resources both human and financial, and your computing capabilities as you personalize your time-table. (Included in this packet, you will find samples of the suggested information to be distributed each week.)

The following is a basic time-table. If all these steps are followed, your parishioners will see the Stewardship of Service renewal as a time when the entire community thinks, prays, reflects, and makes a decision to step forward in action.

Prior to the renewal season - Review the Parish Social Ministry Check-Up, prepare brochures, an updated parish guide to ministries, a mailing list, and identify lay witnesses for presentations.

Designated

Weekend - Introduction to Random Acts of Kindness

- Week 1** **First bulletin announcement, general intercessions**
- Week 2** Pastor/parish director or **lay witness talk**
Second bulletin announcement, general intercessions
- Week 3** Lay witness or pastor/parish director talk, Parish Celebration or
Ministry Fair, Third bulletin announcement, general intercessions
- Week 4** Parish households receive renewal mailing (a personalized
letter, commitment card, envelope, and brochure)
- Week 5** Commitment Weekend - Commitment Cards returned
- Week 6** Begin entering data from commitment cards, sending **thank you**
notes, and removing names from follow-up lists
- Week 7** Thank you Sunday, tell people how many commitment cards
have been returned, and present a second opportunity to return
commitment cards
- Week 8** Continue entering data from commitment cards, sending thank
you cards, and removing names from follow-up lists
- Week 9** Follow-up: **Telephone follow-up calls or letters to parishioners**
who have not yet returned their commitment cards
- Week 10** If using telephone follow-up, have all volunteers return their
follow-up list of names to the parish office by 5:00 p.m. on Friday
- Week 11** Second phase follow-up: Begin contacting volunteers; send out
follow-up letters, continuing entering data from commitment
cards, and sending thank you notes
- Week 12** Parish send Stewardship of Service report to the Stewardship Committee
- Follow-up** Volunteer management and recruitment

Please note all highlighted items are included in the Stewardship of Service Packet.