

2017 Stella Maris Stewardship Plan

Revised: 02/27/2017

Stella Maris Mission: Stella Maris Catholic Parish prayerfully unites people in the love of Jesus guided by our Patron, Mary.

Stella Maris Vision: We invite all to journey as disciples. By sharing the Gospel, responding to Jesus' love and the gifts God has given us, we welcome all to grow in faith and in our parish life.

Stella Maris Stewardship Vision: Through Prayer, Service, and Sharing we invite people to more fully experience the joy and gratitude of living a stewardship way of life.

2017 Date	Action	Action Detail	Owner	Status
January-March	Complete and communicate annual stewardship plan	<ul style="list-style-type: none"> Plan is reviewed by committee, Father Dave, executive committee, finance committee and parish council to ensure alignment. Post plan on church website. Present plan to all primary councils and commissions for education and participation 	Tom	12/13/2017 – Plan reviewed by committee. 02/20/2017 – Committee approved of revised stewardship mission (above). 02/27/2017 – Plan posted on website.
January-June	Research Endowment Fund	<ul style="list-style-type: none"> Research what it would take to set up an endowment fund which would include how to properly account for restricted funds, a policy for the use of these funds, and how the fund should be managed. 	Tom/Mark	02/20/2017 – Sub-committee working on creating case statement, statement of understanding, and workplan for potential endowment. 02/25/2017 – Father reviewed documents; next steps to create steering committee.
January-December	Follow-up on new parishioners	<ul style="list-style-type: none"> Follow-up with a welcome to new parishioners and ask if questions. 	Jan	02/20/2017 – Staff will continue to copy Jan on any new parishioners signed up this year.
March-June	Identify Measures of Success	<ul style="list-style-type: none"> Determine benchmark measures prior to stewardship drive for service and sharing. 	Tom Becky	
March-April	Stewardship budget 2017/2018	<ul style="list-style-type: none"> Prepare stewardship budget request for annual parish budget and present to Finance Council for approval. 	Tom	
March-May	Welcome back announcements	<ul style="list-style-type: none"> Have announcement/bulletin article welcoming back and inviting seasonals to service opportunities using Stella Maris ministry booklet. 	Jan	02/20/2017 – Jan provided plan for welcoming back parishioners from May-June which included bulletin blurbs, announcements, and a ministry list.
June	Visitor brochures	<ul style="list-style-type: none"> Restock visitor brochures and yellow donations envelopes in pews of all churches. Prepare announcements for 4 busy weekends in season to appeal for visitor donations. 	Jan	02/20/2017 – Jan provided suggested announcements to promote the visitor brochures for 3-4 busy weekends in 2017.

2017 Date	Action	Action Detail	Owner	Status
May-September	Parish Annual Report	<ul style="list-style-type: none"> • Send request for annual report information in May to councils, commissions, and staff using template where applicable. • Format information into Annual report • Print/plan distribution of report (incl. online). 	Tom	
May-July	Commitment Drive	<ul style="list-style-type: none"> • Prepare materials for service and sharing drive. • Post forms on website. • Educate parish staff on drive and where assistance is needed. • Witness talks on service or financial giving; notes to Father for pulpit talk. • Have pledge sheets available in church • Take appropriate action to include updates to Parish Soft with address and pledges, directing talent to service, and re-sending commitment sheets. 	Becky	
July-August	Telephone follow-up	<ul style="list-style-type: none"> • Recruit and train call follow-up team. Recruit at men's retreat. • Schedule follow-up calls (all calls within four weeks after mailing due date). • Review script that includes talking points for seasonals. • Send thank you to callers. 	Tom	
September	Volunteer Appreciation Open House	<ul style="list-style-type: none"> • Promote event including postcard to households and e-mail to committee chairs and ministry schedule participants. • Recruit help and food/materials/slide show • Set-up and serve at event 	Tom/Liz	12/13/2017 – Set Appreciation Open House for 9/21/2017.
November	Diocesan Stewardship Sunday	<ul style="list-style-type: none"> • Recruit speakers for Masses to talk about results and thank the parishioners. • Bulletin: Thank you; Stewardship comments on results of prayer, service, and sharing Review and distribute personal stewardship assessment form. 	Jan	
December	De-brief on 2017	<ul style="list-style-type: none"> • Review steps taken this year and results to begin planning for 2018 	Committee	