

2018 Stella Maris Stewardship Plan

Revised: 05/01/2018

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.

2018 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	12/18/2017 – Plan reviewed by committee.
January-Oct	Endowment Fund Rollout	<ul style="list-style-type: none"> • Complete sub-group plans • Develop communication plan • Accelerate 1st round of potential donor contacts • Plan a parish wide promotion 	Tom & Endowment committee	04/30/2018 – 05/15/2018 Advisory meeting planned to work to wrap up quiet donation period and plan public appeal.
January-December	New Parishioner Welcome	<ul style="list-style-type: none"> • Sign up new parishioners and ask how they would like to participate in the parish • Follow-up with a welcome to new parishioners and ask if questions. 	Becky	
March-June	Identify Measures of Success	<ul style="list-style-type: none"> • Determine benchmark measures prior to stewardship drive for service and sharing (ie. Contribution levels, volunteer households, response rate to annual drive.) 	Tom Becky	
March-April	Stewardship budget 2018/2019	<ul style="list-style-type: none"> • Prepare stewardship budget request for annual parish budget and present to Finance Council for approval. 	Tom	04/30/2018 – Reviewed draft budget; Tom will make changes.
June	Visitor brochures	<ul style="list-style-type: none"> • Restock visitor brochures and yellow donations envelopes in pews of all churches. • Prepare announcements for up to 4 busy in-season weekends; appeal to visitors. 	Bernie	04/30/2018 – Bernie will order more yellow envelopes.
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	04/30/2018 – Tom will e-mail commissions in May for their annual report; expect annual report to be completed in September and meeting in October.

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May-Sept	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; ideas 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	04/01/2018 – Timing was decided for drive: <ul style="list-style-type: none"> • June 5 – financials due to office • June 5 – Father provide letter • June 15 mailings go out; requested return July 6; will use same blue envelope for return • June 16/17 – Witness talks at Masses after creed • June 23/34 – Father stewardship homily • July 1 – last call announcements for return Becky will work to create template script and recruit witness speakers; fallback will be stewardship committee members.
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/Bernie	04/30/2018 – Tom will work to recruit at least 20 callers; will use phone script from last year; will try to deliver cards to church sites to help callers with pickup. Follow-up calls to run from 7/9 – 7/20.
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/Bernie	
November	Diocesan Stewardship Sunday	<ul style="list-style-type: none"> • Bulletin insert and announcement: Thank you; Stewardship comments on results of prayer, service, and sharing drive. • Review and determine if will distribute personal stewardship assessment form. 	Tom	
December	De-brief on 2018	<ul style="list-style-type: none"> • Review steps taken this year and results to begin planning for 2019 	Committee	