

Timetable for Conducting a Stewardship Effort



To use this calendar, first establish the date of Stewardship Commitment Sunday then fill in the dates working backward from there. On this calendar, the “X” represents Commitment Sunday. The designation “X-10” in the calendar signifies “Commitment Sunday minus 10 weeks.”

X-10	Week of:	Pastor and stewardship committee begin recruiting lay witnesses or couples to speak at all Masses on Weekend 1 and Weekend 2. If the parish is not able to recruit volunteers from the parish, the diocese will help find lay witnesses from other parishes. Generally speaking, it is much more effective to use individuals from your own parish.
X-9	Week of:	Mailings to parishioners are planned and scheduled beginning this week. Brochures are either designed by the stewardship committee or ordered from a company that publishes stewardship resources. The Office of Development has a number of brochure templates in Microsoft Publisher that can be personalized for your parish.
X-8	Week of:	Envelopes and letterhead for cover letters are ordered from local printer. Lists of parish’s time and talent opportunities are finalized. Time and Talent Brochures and commitment cards are created and sent to printer.
X-7	Week of:	If parish has a newsletter, article about stewardship is written and included in the next issue.
X-6	Week of:	Special activities, such as making posters or banners, are planned and assigned.
X-5	Week of:	First bulletin announcement is placed in church bulletin.
X-4	Week of:	Lay witnesses meet with pastor to coordinate their remarks. Second bulletin announcement is placed in church bulletin.
X-3	Week of:	Mailing #1 is made to all parishioners following this weekend. Third bulletin announcement is placed in church bulletin.
X-2	Week of:	WEEKEND #1. Pastor’s homily #1. First lay witness presentation. Mailing #2 is sent to all parishioners after Weekend #1. The fourth bulletin announcement is placed in church bulletin.
X-1	Week of:	WEEKEND #2. Pastor’s homily #2. Second lay witness presentation. Mailing #3 is made to all parishioners after Weekend #2. The fifth bulletin announcement is placed in church bulletin, announcing that commitment cards will be mailed to homes during the week and they are to be returned to church the following weekend.
X	Week of:	WEEKEND #3 – COMMITMENT SUNDAY. Pastor’s homily #3. Cards are presented at Mass. Sixth bulletin announcement is placed in church bulletin.
X+2	Week of:	Commitment card information entered into the database and a thank-you mailing is made to those parishioners who have responded with time, talent and treasure commitment cards.
X + 3	Week of:	Ministry leaders should receive a list of names and contact information. All those who make a commitment should be contacted within one month of Commitment Sunday.