

2015 Stella Maris Stewardship Plan

Revised: 02/18/2015

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 and 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: To empower our parish to create a strong sense of ownership and responsibility through the adoption and practice of Prayer, Service, and Sharing in living a stewardship way of life.

2015 Date	Action	Action Detail	Owner	Status
January-March	Annual plan competed	<ul style="list-style-type: none"> • Draft of high-level plan is created utilizing de-brief discussion and committee surveys from 2014 • High-level plan is reviewed by committee at February meeting • Father Dave, executive committee, finance committee and parish council review plan • Plan is presented and discussed at Parish Council and Finance meetings for input, buy-in, and support; ensure alignment with new Parish mission, vision and plans • Ask for Council's active participation in Stewardship Plan (perhaps recruit telephone follow-up callers for sharing drive) • Plan finalized and approved by Father • Post plan on church website 	Tom Becky	02/16/2015 – expect to have plan ready to present at 3/10/15 parish council meeting.
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	2/16/2015 Collecting Examples
March-May	Promote Service Opportunities with parish	<ul style="list-style-type: none"> • Create pamphlet material for Service opportunities at Stella Maris; welcome seasonals back and ask them to consider opportunities • Consider using announcements, bulletin inserts and/or articles • Strengthen hand-off mechanisms to committees to ensure volunteers who come forward are welcomed with ease. 	Becky	02/16/2015 – Will create material that easily fits with service/sharing drive in June/July. Material should promote committees and tasks (but not too granular).

2015 Date	Action	Action Detail	Owner	Status
March-April	Stewardship budget 2015/2016	<ul style="list-style-type: none"> • Prepare stewardship budget request for annual parish budget plan and present to Finance Council for approval 	Tom	02/16/2015 – Tom drafted proposed \$2450 budget, but will amend to include appreciation event funding.
June	Prepare donation appeal brochures for visitors	<ul style="list-style-type: none"> • Create a donation appeal brochure for visitors to Stella Maris • Make available in pews especially during sharing drive 	Tom Doug	02/16/2015 – Tom utilizing services of a professional graphics business; Doug will be editorial board to get input from parishioners on product accuracy; potential slogan is “Support our church, preserve history.”
May-July	Service/Sharing Commitment Drive for June or July	<ul style="list-style-type: none"> • Prepare plan and materials for service and sharing drive • Create the follow-up process including phone scripts and what to do with return mail • Recruit callers for follow-up (Parish Council?) • Educate parish staff on drive and where assistance is needed • Create bulletin articles and announcements for prior and during commitment weekends • Prepare Father’s pulpit talk material about service and financial stewardship • Witness talks on service or financial giving • Promote annual commitment drive including talent requests and visitor brochures at Mass; leave brochures in pews throughout season • Return cards during Mass for 2 weekends • Play <i>All that We Have</i> commitment Masses • Consider thanking people by name in bulletin for returning cards 	Tom – Sharing Becky – Service	02/16/2015 – Committee agreed to include service drive along with sharing; Becky will work on material that is connected to welcome-back May material; special talent teams will be utilized heavily during this drive (see below).
August-September	Service/Sharing Commitment follow-up	<ul style="list-style-type: none"> • Engage call follow-up team for four weeks to call out utilizing script • Collect info from calls and take appropriate action to include updates to Parish Soft with address and pledges, directing talent to service, and re-sending commitment cards • Explore cost-benefit of sending quarterly or semi-annual letters to parishioners on their commitment progress • Report sharing drive statistics 	Tom Becky (service follow-up)	

2015 Date	Action	Action Detail	Owner	Status
September	Stewardship Appreciation event/meal	<ul style="list-style-type: none"> • Determine if/how the Stewardship Committee would take on this annual appreciation event/meal • Get approval to move to September • Budget for food and drink • Secure an owner of event • Promote event 	TBD	02/05/2015 – Lorie presently coordinates; picks out and purchases food from Dierks-Waukesha for around \$350 to serve meal prepared by staff for about 50-75 people in June; advertises in bulletin and announcements and collects names of attendees at office to get count 02/16/2015 – Committee would like to own, but dependent on finding someone to take ownership and run.
September-October	Faith Formation students educated on Stewardship	<ul style="list-style-type: none"> • Utilize feedback from leadership training to prepare training modules on stewardship for students • Create stewardship activity for students that may extend into next year's agenda 	Becky	02/16/2015 – Becky will work with Linda Cummer on material ideas/prep
September - October	Stewardship personal journey assessment	<ul style="list-style-type: none"> • Prepare personal stewardship assessment • Have parish council review this tool to determine how and if it will be used 	Committee	02/16/2015 – Committee will review and modify tool at a future meeting.
November 7/8	Diocesan Stewardship Sunday	<ul style="list-style-type: none"> • Edit annual report to align the report with the key concepts of Stewardship • Bulletin: Thank you; Stewardship comments on results of prayer, service, and sharing for the year • Poster boards at churches 	Tom – annual report Michael – Thank you celebration	02/16/2015 – Michael will talk to Linda Cummer about collecting current photos from events depicting parishioners in service and parish life.
December	De-brief on 2015	<ul style="list-style-type: none"> • Review steps taken this year and results to begin planning for 2016 	Committee	

**Stella Maris Parish Stewardship Committee
Special Projects Tasks List**

Project Description	Materials Needed	Talent or Skill Needed	Number of volunteers	Estimated Time Required	Time Frame	Volunteer Names
Poster preparation	Poster boards	Creative	2-3	8 hours	October	Michael
Mailing Team	Sharing drive material to mail	Office helper skill	3-5	8 hours	May - Sept	Becky – utilize Thursday office helpers
Telephone callers		Good communicator	10-15	4 hours/person	August	Tom
Graphic presentations	Excel graphics	Proficient with Excel	1	8 hours	May	Barb Pasquesi
Visitor brochure: • Photo Shoot • Text	Good camera	Good photo ability Good writer	2 2	1-2 days 2-3 days	Start in Jan. 4 seasons March-May	Tom – hire professional service
Lay Witness Talks (recruit and set up)	Sample scripts	Recruiter; speaking ability to help volunteers	1-2	8 hours/month	All year	Doug (potentially)
Faith Formation Stewardship material for children		Catechist; ability to create child-appropriate learning aids	2	16 hours	Aug - Sept	Becky Linda Cummer

Note: Special projects are limited in scope to the task assigned. Usually these projects require a special talent or knowledge to complete. Volunteers for these tasks are not committee members and are not expected to attend meetings or be involved in the ongoing functions of committee membership.