

2016 Stella Maris Stewardship Plan

Revised: 02/16/2016

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: 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.

2016 Date	Action	Action Detail	Owner	Status
January-March	Complete and communicate annual 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	02/15/2016 – Plan was completed with owners assigned; Tom will contact Michelle for PPC to talk about sharing with council and Tom will also share with Finance. Plan will be 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	02/15/2016 – Mr. Frings has offered to work with Tom on setting up an endowment for Stella Maris.
March-June	Identify Measures of Success	<ul style="list-style-type: none"> Research potential measures of success including feasibility of gathering needed data Determine benchmark measures prior to stewardship drive for service and sharing. 	Tom (Contributions) Becky (Service)	
March-April	Stewardship budget 2016/2017	<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 pamphlet created by Sharon Brabson. 	Jan	
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	02/15/2016 – Jan will take inventory to ensure we have enough brochures; Tom will confirm how many ordered.

2016 Date	Action	Action Detail	Owner	Status
May-July	Commitment Drive	<ul style="list-style-type: none"> • Prepare materials for service and sharing drive considering a different communication for seasonals. • Prepare pledging bulletin insert as instructional aid before kick-off weekend • 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 	Becky	02/15/2016 – Kick-off date selected is the 6/19 weekend; mailings would be mailed on Friday, 6/17 so parishioners have a full 2 weeks to return by 7/1 before the holiday; Tom will do witness talk and need two others; Richard will ask Mary Pat; could do together; Doug may be another speaker; Tom will work on financials.
August-September	Telephone follow-up	<ul style="list-style-type: none"> • Recruit and train call follow-up team. • Schedule follow-up calls (all calls within four weeks after mailing due date). • Prepare script that includes talking points for seasonals. • take appropriate action to include updates to Parish Soft with address and pledges, directing talent to service, and re-sending commitment sheets. 	Tom	02/15/2016 – decided to shorten call-back timeframe. Will begin call outs the week of 7/11 and work to complete within 2-3 weeks (by end of July). Tom will talk to Bernie Freeman about training callers and being a caller.
September	Stewardship Appreciation Open House	<ul style="list-style-type: none"> • Promote event • Set-up and serve at event 	Tom	02/15/2016 – decided to have open house in SB again on 9/22 from 6-8 PM (when Father back from vacation).
September - October	Stewardship personal assessment	<ul style="list-style-type: none"> • Prepare personal stewardship assessment • Make available to parishioners 	Becky	02/15/2016 – Becky will work on drafts and possibly use for Stewardship Sunday.
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 for the year 	Jan	
December	De-brief on 2016	<ul style="list-style-type: none"> • Review steps taken this year and results to begin planning for 2017 	Committee	