

The
Episcopal Diocese of Newark

Equipping congregations... Empowering people... Engaging the world ...with the hope and justice of Jesus.

Year-Round Stewardship

Additional Resources

May 16, 2013

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Additional Resources

- ***Planning for a Year-Round Stewardship Development Program***
 - Included are pages 38 through 44 of *A Manual for Stewardship Development Programs in the Congregation*, edited by Thomas R. Gossen, The Episcopal Network for Stewardship (TENS), 2007. Reprinted with permission of TENS.

- ***Year-Round Stewardship Planning Matrix***
 - A partially completed matrix as an example of a year-round program.
 - Descriptions and explanations of the Categories and the Action Plan columns (Source: TENS)

A stylized, black and white illustration of a crowd of people. The figures are simplified, with rounded heads and bodies, some holding up rectangular signs. The signs are arranged to form the title of the book. The background is a light gray with a pattern of dark gray circles and lines, suggesting a crowd or a network.

A Manual for
Stewardship
Development Programs
in the
Congregation

EDITED BY THOMAS R. GOSSEN
with significant contributions by sustaining members
of The Episcopal Network for Stewardship

Planning for a Year-Round Stewardship Development Program

Personal stories of lives changed and hopes fulfilled empower the church. The real value of a dollar spent is the story of a life transformed. Congregations can be amazingly cost effective. When a congregation begins to use a narrative report, it typically is surprised to discover how much of God's work is already being done.

A narrative report will not make a line-item budget unnecessary. Both are effective tools for financial reporting, but each type has its special uses. A line-item budget is most useful for planning and keeping track of income and expenses. The narrative report is best for demonstrating how a congregation's contributions of time, talent, and treasure support the work of the church. It is a wonderful vehicle of accountability to the congregation and for the congregation to God.

Every congregation needs a stewardship program that fits its situation. The clergy and vestry should create a special Stewardship Ministry Team (or commission or committee) to design and carry it out.

The Stewardship Ministry Team does not work to produce a program to fund the budget. It develops stewardship teaching opportunities to support the Mission Statement. It presents the theology of stewardship to the congregation's leadership. It works for every member to understand stewardship as a faith response.

In trying to establish a point of beginning, determine if the congregation has a sense of its Mission as expressed in its Mission Statement (if one exists). If the Mission Statement is more than three or four years old, it may be time to begin to discover anew the congregation's sense of God's call.

The development of a current Vestry Stewardship Statement is also an excellent way of beginning to get the leaders to focus on their responsibility to lead and witness to their stewardship beliefs and practices to the entire congregation. Vestry Stewardship Statements can be affirmed by succeeding vestries for up to two years. A Vestry Stewardship Statement should be developed from scratch at least every three years. Often the development of a current Vestry Stewardship Statement results in new insights that affect the design of the Mission Statement.

In carrying out faith development, a Stewardship Ministry Team looks for chances to promote stewardship principles. They also take responsibility for capital funds development and planned giving, keeping both within the context of local diocesan mission and ministry priorities.

A planned giving committee as part of the commission is very important (see BCP, p. 445). The commission should invite people knowledgeable about planned giving to lead the congregation in study. The diocesan office of stewardship/development can often recommend a diverse group of good resource people.

The practice of good stewardship requires constant effort. A Stewardship Ministry Team should educate the congregation about stewardship throughout the year. This year-round approach is necessary for improving stewardship practices. The following pages identify a variety of ideas for activities for promoting year-round stewardship education.

The Rt. Rev. John H. MacNaughton, author of *More Blessed to Give*, and retired Bishop of The Episcopal Diocese of West Texas (San Antonio), identifies, beginning on page 104, several issues about the importance of year-round education for stewardship as follows:

“...without the support of a broader year-round emphasis, even the very best financial stewardship programs, while maintaining their theological/biblical appearance, will over the years degenerate into simple fund raising.... In its broadest terms, what is the heart of our stewardship before God? Is it not to know and to accept that God is the ultimate source of all that we possess...?”

Three Ways to Teach Stewardship Year-Round That Have Some Substance:

1. Divide the 12 month calendar into four natural stewardship teaching times.

a. *January*—Choose a Sunday as near to the first of the year as possible. Here is an ideal time to focus on the theme of the stewardship of time. How do we spend our time? How do we break up the time we are given responsibly between service to self, service to others, and service to God?

b. *May*—Choose a Sunday around Arbor day. The second stewardship emphasis naturally falls here on the theme of the stewardship of the earth (creation). When we plant a seed in the ground we demonstrate our sense of partnership with God. When we set out a garden, plant a tree or a bush, or sow a field of grain we experience an example of our dependence on the generosity of God expressed through the created order. Spring is an excellent time to be reminded of our responsibilities to protect the gift of all creation in order to pass it on to the future as undamaged as possible.

c. *September*—Choose a Sunday as near as possible to Labor Day. This is a natural occasion to focus on the theme of our stewardship of talent. Consider a theme in terms of the way that our work—our vocations, professions, and jobs—can be used in helping others, directly or indirectly.

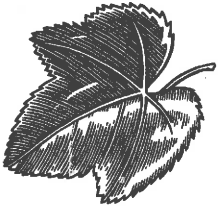
d. *October to early November*—Normally the focus this time of the year is on stewardship of money. However, the financial aspect of our total stewardship no longer stands alone, but becomes a part of a larger concern, a concern that encompasses most, if not all, of our lives.

In addition to the sermon, all other aspects of the worship service, insofar as possible, should be geared to emphasize the Sunday theme. This includes the choice of hymns, anthems, the use of special prayers on the theme, and at least one bulletin announcement directed to the theme.

2. A second way to bring stewardship into the Church's program year-round is to undertake two Every Member Visitations each year. The fall visitation for financial pledges and the spring visitation for pledges of time and talent.
3. Another effective way to keep stewardship on the minds of the congregation year-round is to use the Sunday bulletin and monthly mailings to write about it. The key to this approach is to have breadth and diversity in the messages in order to emphasize that stewardship is what we do, all the time, with everything we have.

Options for Liturgical Stewardship

I. FALL: PENTECOST, ADVENT, CHRISTMAS, EPIPHANY BCP, 856 Stewardship Ministry: Freedom



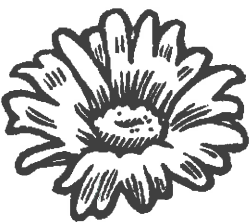
1. Theology: Out of the Bondage of Mammon
Scripture: *Luke 18:18-30*
 - freedom from money/materialism
 - freedom to give
2. Means: Percent of household resources for annual parish budget
3. Program: Fall commitment program—Every member visitation, dinner, etc.
4. Impact: Empowers the person and parish to spread God's Kingdom in the present

II. WINTER: LENT/HOLY WEEK BCP, 445 Stewardship Ministry: Foundation and Future



1. Theology: Temporal life; provision for future, rich toward God
Scripture: *Luke 12:13-20*
2. Means: Capital campaign, bequests, memorials, wills, estate planning, long-term care, funeral arrangements
3. Program: Getting our house in order—legal, wills, estates, burial, nursing homes, columbarium, endowment funds and programs
4. Impact: Stewardship of the person and the family. Allows conversation regarding intentional and inspirational endowment stewardship. Specific projects—benefits Kingdom of God now and for generations to come.

III. SPRING: EASTER, PENTECOST BCP, page 855 Stewardship Ministry: Ministry of Laity



1. Theology: Receiving gifts, discovering gifts, sharing gifts
Scripture: *1 Corinthians 12:4-7*
2. Means: Recruit and call members to share their gifts in specific ministries
3. Program: Pillar Sunday, ministry fair, recruitment, Sunday School parties, Vestry committees
4. Impact: Allows for time and talent stewardship; helps organize for the coming year; before-summer census, involves newly confirmed/received

Sample Twelve-Month Stewardship Planning Calendar

■ January (Epiphany)

Appoint Chair and Committee for year-round stewardship.
Develop Stewardship plan and calendar for the year.
Sermon (New Year's Resolution for Stewardship, Gifts for God).
Youth Epiphany Pageant. Follow up the next Sunday with discussion of Gifts for God in youth and adult classes.
Financial Planning Seminar.
Monthly newsletter article on finances/stewardship.

■ February (Lent)

Bible passage on stewardship, discussion at vestry meeting.
Lay person speaks on stewardship at all services on one Sunday.
Blood drive (the gift of life).
Youth Pancake Supper, 10% to world relief.
Lenten sermon on stewardship (Stewardship and Discipline). [Move to March, depending on the beginning date of Lent.]
Newsletter article on finances/stewardship.

■ March (Lent/Easter)

Stewardship Committee select Chair and Committee for annual financial commitment program.
Planned Giving Forum.
Adult Education program: Durable Powers of Attorney for Health Care and for Property and Financial Matters (stewardship of ourselves).
Age in Action—celebrate elders.
Special musical program, recognition of talents.
Newsletter article on finances/stewardship.

■ April (Easter)

Development of stewardship statement by vestry.
Celebrate Creation/Earth Day. Parishioners bring flowers to plant on church grounds.
Youth and adult classes discuss living in a safe and clean environment—Caring for God's World.
Sermon (Tithing and Taxes—What's the Difference?)
Spring Workday/Clean-up of church building and grounds.
Newsletter article on finances/stewardship.

■ May (Pentecost)

Lay person speaks on stewardship at all services on one Sunday.
Discussion of Vestry Stewardship Statement at adult education classes.
Ministry Fair with Every Member Canvass for gifts of time and talent.
Discussion in Church School classes on stewardship of the environment.
Stewardship Committee finalizes plans for fall financial commitment program.
Newsletter article on finances/stewardship.

■ June (Pentecost)

Mid-year Vestry Planning Retreat. Discussion of Bible passage on stewardship; review plans of Stewardship Committee for financial commitment program.
Youth Sunday—recognition for special work/attendance (stewardship of time and talent); recognition of teachers.





Blood drive (the gift of life).
Parish picnic. Pie/cake auction with money going to outreach project.
Newsletter article on finances/stewardship.

■ July (Pentecost)

Sermon (Stewardship of Time). Planning for work, play, prayer, and devotional reading.

Program on safety in activities (stewardship of our bodies).
Establish a group to work with Senior Cleaners.
Selection/development of materials for financial commitment program.
Newsletter articles on finances/stewardship.



■ August (Pentecost)

Selection of workers (callers) for financial commitment program.
Plan training program for captains and callers.
Art/Crafts/Hobby show by parishioners, including youth (sharing talents).
Adult Education classes—identify and discuss Bible passages where Jesus talks about money.
Newsletter article on finances/stewardship.



■ September (Pentecost)

Training program(s) for financial commitment program workers.
Vestry discussion of article/book/videos/tape on stewardship.
Wills and Estate Planning Workshop.
Adult Education discussion of theological basis for stewardship.
Church School classes discuss lesson on stewardship.
Newsletter article on finances/stewardship.



■ October (Pentecost)

Annual financial commitment program.
Dinner (or other event) to kick off financial commitment program.
Pledge Sunday(s).
Sermon on stewardship.
Lay person speaks on stewardship at all services on one (or more) Sunday(s).
Graphics on display showing current year income and expenses.
Newsletter article on finances/stewardship.



■ November (Pentecost)

Pledge Sunday(s) and continued calling (if program not completed).
Celebration of concluded commitment program.
Parish Thanksgiving dinner with thanks for gifts of creation.
Start a recycling program at church if one not already in existence.
Fall Workday/Clean-up of church buildings and grounds.
Newsletter article on finances/stewardship.



■ December (Advent/Christmas)

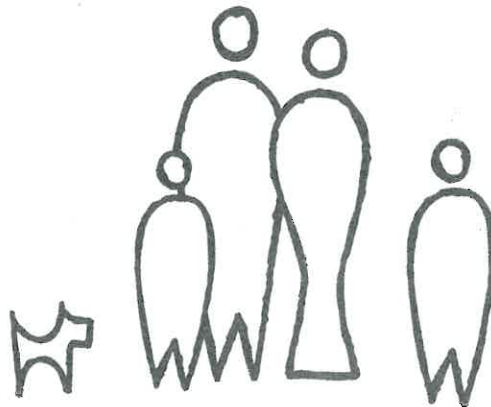
Final report on financial commitment program to Stewardship Committee and vestry.
Evaluation of annual financial commitment program.
Bible study in Adult Education and Church School classes on meaning of gifts and giving.
Program on Year-End Giving of appreciated assets, with tax consequences.
Sermon (How Can We be Stewards of the Greatest Christmas Gift of All?)
Newsletter article on finances/stewardship.

Thirty-Seven Suggestions For Year-Round Stewardship Activities

Listed below are examples of activities which can be used in a year-round stewardship program, designed to emphasize aspects of stewardship which are not directly related to the annual financial commitment program. Some are calendar or church season related, and are so noted.

- Sermon on a New Year's Resolution for Stewardship. (January)
- Epiphany Pageant put on by youth group, with a discussion of gifts for God in Youth and Adult Education classes on the following Sunday. (January)
- Photographer in congregation volunteers to take pictures of parish events during the year for display and for a picture collage or slide show at the annual meeting or the stewardship dinner.
- Blood drive.
- Financial Planning Seminar to assist families and individuals with budgeting.
- Wills and Estate Planning Seminar for general financial planning.
- Wills Workshop—instructions for making a will, including a Durable Power of Attorney for Health Care and a Durable General Power of Attorney for Property and Financial Matters.
- Youth Pancake Supper for Shrove Tuesday, with 10% going for world relief or, even better, with 50% going for mission outside the parish. (Shrove Tuesday)
- Celebrate a Creation/Earth Day and discuss living in a safe and clean environment. Parishioners bring flowers to plant on church grounds; plant a tree on the church grounds.
- Planned Giving Forum (if in April, title might be "Life's Other Certainty").
- Sermon (Tithing and Taxes—What's the Difference?). (April)
- Sermon (How Can We Be Stewards of the Greatest Christmas Gift of All?). (December)
- Spring and Fall Workdays in church and on grounds.
- Pentecost Every Member Canvass for gifts of time and talent. Develop a file from which to recruit as needed.
- Evangelism Workshop—how to tell our own Christian stories (stewardship of the Gospel).
- Pentecost Ministry Fair for recruiting volunteers (stewardship of gifts of the Holy Spirit).
- Recognition Sunday to celebrate ministries.
- Family Workshop—Work, Play, and Pray Together.
- Parish picnic and pie/cake auction with proceeds to go to an outreach project.
- Vacation Bible School themes on stewardship.

- Discussion in Youth and Adult Education classes on stewardship of time: planning for work, play, prayer, and devotional reading.
- Program on Stewardship of our bodies—safety in activities, health care plans, balance in daily living.
- Art/Craft/Hobby Show by parishioners, including youth—sharing talents.
- Used clothing collection to be distributed to the needy.
- Workshop on recycling, including how to start a compost pile. Plan effective recycling at church of office paper, bulletins, newspaper, cans, bottles, etc.
- Youth project: recycling to earn funds for a service project.
- Blessing of the Animals. (October 4, St. Francis Day)
- Parish Thanksgiving Dinner, with thanks for the gifts of creation. (November)
- Workshop: Advent Wreaths made for homes, complete with candles, liturgy, and prayers to be used by families (stewardship of Christ's coming—God's gift to the world). (November)
- Bible Study: theology of gifts and giving.
- Gifts for the homeless and for food closets.
- Educational Program on Year-end Giving of Appreciated Assets, with the tax consequences.
- Newsletter article: Include the Church on Your Christmas Gift List! (December)
- Lenten Calendars to remind us of sharing our wealth with the poor. (February, March)
- Youth outreach—assist elders with spring and fall clean-ups at their homes.
- Church birthday party for Pentecost.
- Potluck Supper with international theme—focus on the international community and world-wide church.



Diocese of Newark

Year-Round Stewardship Planning Matrix

		December	Advent/Christmas	Theme: Preparing the Way		
		<u>Resources</u>				
<u>Category</u>	<u>Activity</u>			<u>Ministries</u>	<u>Publicity</u>	
Spirituality	Preparation and Worship	Worship teams		Adult Formation/ Children Youth	Bulletin, email	
Focus Ministry	Children's Ministry - Stewardship of the Christ Child	Sunday School/ Youth		Children/Youth ministry	Bulletin, email	
Finance	Year-End Gifts	Support of others		Stewardship	Bulletin, email	
Environment	Paper Recycling Focus	Report on Recycling and its effect on environment		B & G	Bulletin, email	
Outreach	CDC Awareness	CDC Annual Report		Exec. Director CDC & Staff	Bulletin, email	
Gratitude	Vestry	Wardens- Explain what vestry does		Clergy	Bulletin, email	
Event	Stewardship is . . .	TENS/ Diocese of Newark Info		Clergy & Stewardship	Bulletin, email	
		January	Epiphany	Theme: Light		
		<u>Resources</u>				
<u>Category</u>	<u>Activity</u>			<u>Ministries</u>	<u>Publicity</u>	
Spirituality	Spiritual Disciplines	Catechism		Worship	Bulletin, email	
Ministry Focus	Annual Meeting/Celebration of Ministry	Annual Report		Clergy/Wardens	Bulletin, email	
Finance	Pledging	What it supports and importance		Stewardship	Sunday Distribution	
Environment	Hazardous Materials Inventory	Hazardous Waste List		B & G	Bulletin, email	
Outreach	Food Pantry	Statistics on use, needs,		Outreach	Bulletin, email	
Gratitude	Music Ministries	Commissioning, thanks at services		Clergy/Wardens	Bulletin, email	
Event	Year-End Statements and Thank You Notes	Staff		Stewardship/ Finance	Bulletin, email	
		February	Lent	Theme: Sacramental Life		
		<u>Resources</u>				
<u>Category</u>	<u>Activity</u>			<u>Ministries</u>	<u>Publicity</u>	
Spirituality	Prayer and Fasting	Lenten Reflections		Worship	Bulletin, email	
Ministry Focus	Pastoral Care - Stewardship of the Christ in the Least of These	Explain home visits		Pastoral Care	Bulletin, email	
Finance	Physical Plant Use Plan	Layout of plant		B & G	Bulletin, email	
Environment	Church Energy Use Assessment	PSE & G		B & G	Bulletin, email	
Outreach	Shelter	Statistics on use, needs,		CDC	Bulletin, email	
Gratitude	Pastoral Care Ministries	Commissioning, thanks at services		Clergy/Wardens	Bulletin, email	
Event	Planned giving	Diocesan Information		Stewardship	Bulletin, email	
		March	Lent/Easter	Theme: Discipline		
		<u>Resources</u>				
<u>Category</u>	<u>Activity</u>			<u>Ministries</u>	<u>Publicity</u>	
Spirituality	Penitence/Realizing the Gift	Lenten Reflections		Worship	Bulletin, email	
Ministry Focus	Outreach - Stewardship of the Needs of the World	Information on Outreach involvement		CDC	Bulletin, email	
Finance	Conduct Annual Audit	Diocesan Information		Treasurer/Finance	Bulletin, email	
Environment	B & G Property evaluation	Previous Evaluation list		B & G	Bulletin, email	
Outreach	NextStep Workshop Development	CDC Staff		CDC	Bulletin, email	
Gratitude	Parish Life and Welcome	List of all events		Clergy/Wardens	Bulletin, email	
Event	Mardi Gras	Parish		Parish Life	Bulletin, email	

Year-Round Stewardship Planning Matrix -

CATEGORIES

Spirituality: A focus on the stewardship and cultivation of our spiritual life communicates the deep connection between faithful stewardship and a healthy spiritual life. Stewardship is a spiritual issue; and keeping Sabbath is a key element in understanding God's abundance. This category offers ways to deepen the spiritual lives of individuals and the congregation, building on the theme of the month. Some examples are a class on spiritual disciplines or information about praying the labyrinth.

Ministry Focus: The mission of a congregation is largely carried out through its ministries. The ministry spotlighted gives an opportunity to teach stewardship related to that ministry. Focusing on a different ministry each month is a way of raising awareness about it to attract new participants (the time and talent part of stewardship). Ways to do this include commissioning ministry members during a church service, highlighting a different ministry in the church newsletter each edition, or inviting the ministry head to say a few words about the ministry during the announcements segment of worship. This also provides a wonderful opportunity for the parish to be publicly thanked for their financial support of the Spotlight Ministry.

Finance: This category offers a particular opportunity for an appeal, focus on fiscal responsibility, or financial ministry offering. Some of these activities can be used to communicate the congregational leadership's good stewardship of the congregation's material resources and the physical plant. Activities in the financial component should not be limited to congregational finances; there also are many ways families can be intentional about how they manage their money including what they are saving and what percentage of their income they are giving away.

Environment: A steward is a person to whom something is entrusted, and how we care for the environment that God has entrusted to us is a mark of our faithfulness. This category can include caring for the environment in our communities, in our homes, and in our churches. Activities that show care for the environment are especially attractive to children and families. This category is an imperative element of any stewardship formation, especially with those parishioners born after 1960. Asking for a pledge from many young adults while the church is using Styrofoam cups is often offensive to them because they see us not practicing what we preach. A few examples for this component include Reduce/Reuse/Recycle programs, Earth Sunday Celebrations, Stray Pet Programs, and a St. Francis' Day Blessing of the Animals. Simply put, our responsible Environmental/Creation Stewardship conveys loving your neighbor as yourself and loving God with all that we are. Remember, the earth is the Lord's and everything in it (*Ps. 24.1*).

Outreach: In outreach we take our stewardship to the streets of our communities. This category gives us an opportunity to live out our Stewardship teaching in the flesh. The idea is to have a missional focus on those outside the parish who are in need. The majority of these should be hands on ministries and not merely "check-writing" ministries. These activities help people connect their pledge to ministry; in addition, communicating and celebrating the stories of meeting the needs of people are important motivators for personal stewardship decisions. It is where the Gospel rubber hits the road! The members involved in actually reaching out will have the most powerful stories of transformation. Their public sharing of these stories are great opportunities for the whole congregation to give thanks (and be thanked by the leadership) for their good stewardship in support of ministries like these!

Year-Round Stewardship Planning Matrix -

Gratitude: This category simply focuses on a Ministry group that is to be thanked for their ministry in a tangible way. This might be an annual dinner, hand-written cards, a commissioning, or some other way of saying thanks other than a verbal thanks passing in the hall or after one of their programs. We are Eucharistic communities, saying thanks in concrete ways exemplifies the gratitude we have in our hearts for God's blessings received through their work and helps them to understand that their work is sacramental, too. We don't do this enough and it really makes an huge difference in our community's common life.

Event with a Stewardship Focus: This category is a specific Stewardship Ministry event like running the Share Save Spend program for the parishioners or the Halloween Candy Tithe with the candy proceeds going to a community children's crisis center. It may also be distributing a resource like a Lenten Reflection Booklet – online for an even stronger Stewardship message but printed, for those without online access. Celebrating Earth Sunday with some planned reduce/reuse/ recycle programs are a great way to teach and celebrate our care for the earth and all that is in it. A Parish Workday is also a great opportunity for a *stewardship* event when we utilize it as a teaching moment to talk about being stewards of all we have for Christ's mission. This also is a great example of something your congregation is already doing that can be plugged into the Matrix but re-framed into a Stewardship teaching opportunity.

ACTION PLAN COLUMNS

The Activities Column lists either a specific activity or a general activity for each category on a monthly basis. The other columns organize the related resources, ministries and publicity needed to execute the categories' programs each month.

The Resources Column offers a place to list the resources available for each specific category's activity every month. These resources include any people or programs available to assist in the execution of the activity. This is a great place to brainstorm and involve those outside the Stewardship Ministry Team.

The Ministries Column simply is a place to list the different ministry groups that are involved in coordinating the specific activity of the month for that category. Be creative here and don't limit it to the "usual suspects".

The Publicity Column gives an opportunity to list the ways the activity will be promoted in the congregation and community. This includes the weekly announcements/bulletin, newsletter, email blast, mailed invitations, local newspapers, and many other ways to promote an event. Don't forget to list the Ministries and Resources available to carry out this vital communication piece.