#### Stewardship Annual Planning Calendar Example

2023 Mary Queen of the Universe Stewardship Calendar

January

* 1/7 & 1/8: Insert My Catholic Giving Guide in Bulletin with Pastor Letter comments
* 1/10: Monthly Stewardship Committee Meeting
* 1/13: New Parishioner Dinner with Fr. Smith and Fr. Jones
* 1/21 & 1/22: Monthly Lay Witness Talk – Tom Brown

February

* 2/4: Parish Volunteer Appreciation Mass & Breakfast
* 2/7: Monthly Stewardship Committee Meeting
* 2/13 – 16: Parish Mission
* 2/25 & 2/26: Monthly Lay Witness Talk - Sally White
* Schedule Annual Parish Ministry Leader Meeting in May
* Will Increased Offertory Program will be part of annual Fall parish stewardship renewal?

March

* 3/14: Monthly Stewardship Committee Meeting
* 3/25 & 3/26: Monthly Lay Witness Talk – Luis Hernandez
* Plan End of Life Issue Seminar (Bioethics, Estate Planning, Charitable Gifts, Funeral Planning) in 2023

April

* 4/11: Monthly Stewardship Committee Meeting
* 4/22 & 4/23: Monthly Lay Witness Speaker Talk – Annual Catholic Appeal Speaker
* Schedule August – December Monthly Lay Witness Speakers

May

* 5/6: Parish Picnic
* 5/9: Monthly Stewardship Committee Meeting
* 5/13: Annual Parish Ministry Leader Meeting

June

* 6/1 – 7/21: Order Parish Stewardship Marketing Material
* 6/13: Monthly Stewardship Committee Meeting
* Receive Parish Stewardship Planning Manual
* Update Stewardship Covenant Card used in the Fall
* Recruit new stewardship committee members
* Schedule Family Day (start of new school year in August)
* Identify Stewardship Sunday Lay Witness Speaker(s)

July

* 7/11: Monthly Stewardship Committee Meeting
* 7/21: Parish Stewardship Marketing Materials Order is due
* Watch Parish Stewardship Training Video on Stewardship Website
* Contact Parish Ministry Leaders for updated ministry information for annual stewardship report
* Schedule Fall Festival Planning Meeting for early August

August

* 8/8: Monthly Stewardship Committee Meeting
* Watch Lay Witness Speaker Training Video on Stewardship Website
* 8/11: Stewardship Marketing Materials delivered
* 8/26 & 8/27: Monthly Lay Witness Speaker – Sean O’Malloy
* Receive Parish Stewardship Posters

September

* Incorporate MQU Stewardship Prayer during Mass throughout Stewardship Awareness Month Masses
* 9/9 & 9/10: Announce Upcoming Stewardship Events at all Masses and in bulletin
* 9/11: Parish receives Stewardship brochure, cover letter, covenant card and annual stewardship report in mail
* 9/12: Monthly Stewardship Committee Meeting
* 9/16 & 9/17: Frs. Smith & Jones review Annual Parish Stewardship Report in homily
* 9/23 & 9/24: Stewardship Awareness Sunday – Frs. Smith & Jones give Stewardship homily

October

* 9/30 & 10/1 – Stewardship Lay Witness Speaker – Silvia Martinez
* 10/7: Annual Stewardship “Mass in the Grass”
* 10/7: Annual Fall Festival/Ministry Fair (after Mass in the Grass)
* 10/16: Monthly Stewardship Committee Meeting
* 10/14 & 10/15: Stewardship Covenant Card Weekend
* 10/17: Contact Parish Ministry Leaders with new volunteer information
* 10/21 & 10/22: Monthly Lay Witness Speaker – Bob Anderson
* Schedule Parish Ministry Leader Meeting in November (or follow up with e-mail to Parish Ministry Leaders on comments regarding the annual parish stewardship renewal)

November

* 11/4 & 11/5 – Stewardship Summary communicated to Parish
* 11/14: Monthly Stewardship Committee Meeting
* 11/25 & 11/26: Monthly Lay Witness Talk – Gloria Haner
* Schedule January – April 2023 Monthly Lay Witness Speakers

December

* 12/12: Monthly Stewardship Committee Meeting
* Review offertory envelope graphics & copy for upcoming year
* Set goal for number of families participating in electronic offertory for upcoming year

Notes

* Weekly Stewardship Reflections in Bulletin
* Weekly Stewardship Prayers of the Faithful said at Mass
* Monthly Electronic Offertory Bulletin Reminder and Announcement at all Masses
* Review Archdiocesan Stewardship website (archstl.org/stewardship) for stewardship information  
  and parish resources