

Stewardship Annual Planning Calendar Example

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