

## *Holy Family Long-Range Plan*

### **AREA OF FOCUS: Stewardship**

**VISION STATEMENT: We will be successfully pursuing our mission if we inspire all people to desire a mature discipleship in Christ, recognizing God as the source of all blessings, so as to live a life of gratitude and openness of heart as evidenced through the sharing of their time, talent, and treasure.**

<b>OBJECTIVES</b>		<b>SUCCESS MEASUREMENT</b>
<b>1</b>	Foster a spirit of acceptance and affirmation of all people through a vibrant, thankful, and welcoming atmosphere.	Achieve Objective 3.
<b>2</b>	Invite all people to recognize and acknowledge their blessings, leading them to express gratitude to God.	Achieve Objective 3.
<b>3</b>	Develop a spirit of openness of heart in which people are eager to return the "first fruits" of their gifts of time, talent, and treasure to God.	75% - 100% of registered parishioners support parish with time, talent, and treasure.
<b>4</b>	Develop and foster a stewardship program whereby the spiritual, social, and economic needs of the parish can be met.	Fully staffed and active Stewardship Committee; all ministries trained and using "Stewardship: A Disciple's Response."

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ST 1	a) Partner with hospitality ministry to foster a vibrant hospitality program focusing on welcome, invitation, and responding to the needs of those being welcomed.	Hospitality ministry fully staffed and trained.	Stewardship Committee	DLS, Hospitality Coordinator	06/07	
ST 1	b) Incorporate into the Newcomers Orientation a sponsor/community companion to assist newcomers in being personally welcomed and integrated into the parish community.	Recruit, train, and retain sponsors. Increased participation by newcomers (goal: 50% active in ministry, 75% support the parish financially within 6 months).	Stewardship Committee	Hospitality Coordinator	06/08	
ST 1	c) Partner with Liturgical Ministry to foster an atmosphere of welcome and thankfulness for the many cultures at Holy Family by offering multi-cultural spiritual events/prayers/celebrations.	Celebrate at least one new cultural spiritual event annually.	Stewardship Committee	DLS	12/06	Annually
ST 1	d) Recognize parishioners' "Life Celebrations". Celebrate anniversaries ending in 0's and 5's, begin with anniversaries and start with annually (Feb. & work with Marriage Encounter).	How many did we identify within 30 days in which events occurred? Number of times we recognize people.	Stewardship Sub-committee	DLS, LPM	12/07	Annually

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ST 1	e) Sending ceremonies for those temporarily (graduates) and permanently (moving) leaving our parish.	Blessings are being done.	Stewardship Committee	DLS	06/07	Annually
ST 1	f) Partner with Lay Pastor Ministry helping provide support and resources to assess the needs of the parishioners.	Lay Pastor Ministry has at least 20 volunteers to reach 400 parish families once a quarter.	Stewardship Committee	LPM	12/07	
ST 2	a) Create an atmosphere of gratitude for the time returned to the Lord by the assembly through acknowledging, appreciating, and recognizing the assembly as disciples of Christ, responding to their baptismal call through their presence. 1. 4-minute catechesis with focus on the gift of time/worship they are returning to God. 2. Homily with focus on the choice parishioners make to return to the Lord time for worship and thanksgiving. One scheduled annually, appropriate to the Gospel.	Increased participation by parishioners in the welcoming process before and after liturgies.	Stewardship Committee	Pastor, Hospitality Ministers, Homilists	03/07	Annually

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ST 2	b) Use parish media to focus on Stewardship: A Disciple's Response, including time, talent, and treasure of the church/parishioners/school.	Increased interest and participation in community activities and ministries. 20% increase in website "hits." Stewardship newsletter published once a quarter.	Stewardship Committee		06/07	Ongoing
ST 2	c) Develop and maintain Stewardship page on parish website.	Stewardship page posted and up to date.	Stewardship Committee	Technology Coordinator	12/07	
ST 2	d) Develop Holy Family newsletter to publish on website and to print and mail.	Newsletter published quarterly.	Stewardship Committee		12/07	Quarterly
ST 2	e) Incorporate into prayers during Mass and parish media expressions reflecting gratitude for the gifts of parishioners' time, talent, and treasure.	Prayers of petition that reflect gratitude for the gifts of parishioners' time, talent, and treasure incorporated into at least 12 Sundays a year (once a month). Notices in the bulletin once a month and announcements once a liturgical season that reflect gratitude for the gifts of parishioners' time, talent and treasure.	Stewardship Committee	DLS/Clergy	09/06	Monthly

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ST 2	f) Invite Ministries to send letters of thanks for time/talent from ministry coordinators.	Have letters/reminders been sent to ministers.	Stewardship Committee	Ministry Coordinators	09/07	Annually
ST 2	g) Actively search for and use applicable teaching moments to reflect the Gospel message in the light of stewardship.	At least 2 homilies a year presented that focus on stewardship.	Homilists, Stewardship Prayer Coordinator		06/07	Annually
ST 2	h) Teach and integrate <i>Stewardship: A Disciple's Response</i> into all ministry leaders and catechetical groups.	Presentation given to all formal ministries and catechetical groups.	Stewardship Committee		06/09	
ST 2	i) Partner with Newcomers Orientation to better convey the expectations of stewardship to new parishioners. Write script or guidelines for presentation to Newcomer's.	Increased participation by newcomers (goal: 50% active in ministry, 75% support parish financially within 6 months).	Stewardship Committee member assigned to attend Newcomer's - Rotate members	Newcomers Orientation Coordinator	10/07	Ongoing
ST 2	j) Identify and recognize those giving time to parish (or who have given) and outside charities and to other important stewardship activities on website and newsletter.	Number of articles published in each newsletter. Story highlighted on the website.	Stewardship Committee		06/09	Annually
ST 2	k) Articles on discipleship published in parish media.	Number of articles written.	Stewardship Committee		03/09	Ongoing

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ST 2	l) 4-minute catechesis with focus on discipleship.	Interest in discipleship information.	Pastor	Stewardship Committee	12/10	Ongoing
ST 2	m) Articles on parishioners who have become a religious, priest, seminarian, deacon, lay 3rd order, etc. published in parish media.	Number of articles published.	Stewardship Committee	Pastor, DLS	12/07	Ongoing
ST 2	n) Hold a Financial Education program titled "Faith and Finances".	Was it Held?	Stewardship Committee		04/08	
ST 2	o) Parish Mission on the vocation of discipleship.	Scheduled into the annual calendar.	Stewardship Committee	Pastor	12/09	
ST 2	p) * Develop a program: <i>Good stewards live within their income.</i>	Education program is developed.	Stewardship Committee		09/09	
ST 2	p) 1. Work with Deanery and ministries to offer budgeting classes.	Resources have been made available.	Stewardship Committee		09/09	
ST 2	p) 2. Work with parishioners needing budget-counseling referral.	Resources have been provided.	Stewardship Committee	LPM	09/09	
ST 2	p) 3. Assist parishioners out of work with referral resources.	A program has been identified within the Diocese.	Stewardship Committee	LPM	09/09	
ST 2	p) 4. Add employment needs to Prayers of the Faithful.	The needs have been added to the Prayers of the Faithful.	Stewardship Committee	DLS	09/09	

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ST 2	p) 5. Publish employment needs and successful job finds in parish media.	The needs/finds are being published.	Stewardship Committee	LPM	09/09	
ST 3	a) Develop a stewardship prayer program.	A stewardship prayer program encouraging personal, family, and community prayer for the parish is developed including a stewardship prayer that is written and distributed to parish.	Stewardship Committee	DLS	07/07	Ongoing
ST 3	b) * Further develop Stewardship Time and Talent Drive program.	Measurement will be developed after first parish assessment is completed (see 4-c).	Stewardship Committee		06/07	Annually
ST 3	b) 1. Conduct annual Time and Talent survey of parishioners.	Survey completed and results provided to Pastor, ministry coordinators and PAC (Pastoral Advisory Council).	Stewardship Committee		06/06	Annually
ST 3	b) 2. Follow up with Ministry Heads and Volunteer Coordinators to make sure new volunteers were contacted.	Was Follow Up done?	Stewardship Committee		12/07	Annually

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ST 3	b) 3. Include Time and Talent survey with new census form and integrate with Parish Soft.	Was Time & Talent Census Form successful?	Stewardship Committee		12/07	Annually
ST 3	b) 4. Establish annual Time and Talent Lay Witness and Pastor talks in the Spring.	Have talks been scheduled and completed?	Stewardship Committee		06/07	Annually
ST 3	b) 5. Spring GOF (Generations of Faith), CLOW (Children's Liturgy of the Word), and Youth Ministry time-and-talent teaching to coincide with Lay Witness and Pastor talks.	The teaching has been integrated into the GOF, CLOW, and Youth & Young Adult Ministry curriculum. The Stewardship Committee has followed up with the Ministry Heads.	Stewardship Committee	CGOF, CLOW, CYM, CMSYAM	06/08	Annually
ST 3	b) 6. Host annual Time and Talent Faire (ministry faire).	Faire is placed on parish calendar. Measure the number of responses. How many ministries participated?	Stewardship Committee		06/06	Annually
ST 3	c) * Coordinate a Fall parish sacrificial giving program with emphasis on financial stewardship incorporating Lay Witness speakers.	Increase number of parishioners giving regularly and the average donation by 5% each year for 4 years--about 20% gain over today.	Stewardship Committee		12/05	Annually

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ST 3	c) 1. Announce the program through parish media on specified Sundays.	Announcements have been made.	Stewardship Committee		12/05	Annually
ST 3	c) 2. Provide brochures on specific financial stewardship subjects.	Brochures have been distributed.	Stewardship Committee		12/05	Annually
ST 3	c) 3. Establish annual Stewardship Lay Witness/Pastor Sacrificial Giving talk and pledge card program that includes "thank you" mailing and follow-up on "non-pledges."	Talks given/pledge cards have been mailed. Follow-up has been completed.	Stewardship Committee	Pastor	12/05	Annually
ST 3	c) 4. Fall GOF, CLOW and Youth Ministry sacrificial giving teaching to coincide with Lay Witness talks.	The teaching has been integrated into the GOF, CLOW, and Youth & Young Adult Ministry curriculum.	Stewardship Committee	CGOF, CCLOW, CYM, CMSYAM	12/05	Annually
ST 3	c) 5. Reintroduce children's envelopes.	Number of envelopes returned each month.	Stewardship Committee	Newcomers Coordinator	12/07	Annually
ST 3	d) Provide assistance to Newcomers Orientation to review and update newcomer's packet for current information and stewardship handouts.	Updated packages are available for newcomers.	Stewardship Committee	Newcomers Coordinator, Administrative Staff	12/05	Annually

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ST 3	e) Ongoing homilies on Stewardship of Treasure when applicable to need or Gospel.	Homilies are scheduled on calendar.	Homilists	Stewardship Committee, Stewardship Prayer Coordinator	12/07	Annually
ST 3	f) Improve ongoing communication with parish about finances and financial needs.	Annual financial report is distributed to parishioners.	Pastor	FAC, BM	04/07	Ongoing
ST 3	g) Lay Witness statement (short) on time, talent, and treasure published in parish media within 3 months of each drive (Time and Talent/Treasure).	Semiannual parish media coverage is occurring.	Stewardship Committee		02/07	
ST 3	h) Designate 5% of the regular collection to specified needs instead of taking up a second collection for B&G and CC.	Special collections are ended.	Pastor	FAC, BM	12/10	
ST 3	i) Create a Parish Tithing Program to tithe to charity locally and/or in an impoverished country.	Increase of 1% annually from current tithing to max of 5%.	Stewardship Committee	Pastor	12/10	
ST 3	j) Establish mechanism to create awareness of parishioner responsibility for repairs and upgrades needed to physical plant.	Has mechanism been established?	Stewardship Committee	FC, B&G Committee, Renovation Committee	12/07	

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ST 3	k) Re-establish savings accounts for future needs.	Balance equals 5% of annual operating expenses by July 2006. Increase balance 5% annually until balance equals 25% of annual operating expenses by July 2010.	Pastor	FAC, BM	07/10	
ST 3	l) Assist with ADA (Annual Diocesan Appeal) and Parish, and Diocesan Endowment Campaigns.	Stewardship Committee members assist in planning. ADA and Endowment Campaign goals achieved at 110% of goal.	Stewardship Committee	BM	06/07	Annually
ST 3	m) Initiate debt-reduction program using a percentage of weekly collections and the Rooted in Faith rebate.	Ability to use 10% of weekly collection for debt reduction. Has Rooted in Faith rebate been applied to reduce parish debt?	Pastor	FAC, BM	12/10	
ST 3	n) Provide will and living trust seminars to include bequeathing home, stocks, and bonds to parish/church.	Is the program offered?	Stewardship Committee		06/08	

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ST 3	o) Identify parishioners for a Financial Development Team that will develop resources and research and implement methods for fundraising.	Team selected, and educated on the need for development.	Stewardship Committee	Pastor, School Principal, FAC, PAC, SAC	07/08	
ST 4	a) Develop a parish-wide program founded on <i>Stewardship: A Disciple's Response</i> .	Stewardship Committee is established and staffed to lead this program. Long-range plan developed and approved.	Pastor	Stewardship Committee Coordinator	12/06	

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ST 4	b) Develop a Stewardship Committee using the diocesan Stewardship Education Program (STEP) to continue an education process to present stewardship messages in all facets of parish life.	Full committee is staffed, informed, and committed to the U.S. Bishop's letter, <i>Stewardship: A Disciples Response</i> . All committee positions being filled will measure success: (Stewardship Committee Coordinator, Secretary/Bookkeeper, Parish Time & Talent Coordinator, Parish Sacrificial Giving Coordinator, Conservation Coordinator, Lay Witness Coordinator, Pastoral Council representative, Logistics Coordinator, Prayer Coordinator, Communication Coordinator, Ethnic Community Coordinator, Hospitality Coordinator).	Stewardship Committee Coordinator		12/06	

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ST 4	c) Stewardship Committee to conduct annual STEP Stewardship Self-Assessment.	Assessment was conducted and results evaluated.	Stewardship Committee		07/08	Ongoing
ST 4	d) Purchase, install, and train for use (Parish Soft) a computer program to track parish donations by donors, volunteer time, and donor information.	Program has been deployed and training provided.	Stewardship Committee	Pastor, Parish Staff	10/07	
ST 4	e) Populate the Parish Soft database with required information.	Database has been populated.	Stewardship Committee	Pastor, Parish Staff	06/08	
ST 4	f) Parish to renew annually membership for International Catholic Stewardship Council (ICSC).	Annual membership paid.	Stewardship Committee		08/05	Annually