Then the Scribe said to him: “You are right, Teacher; you have truly said that 'he is one, and besides him there is no other'; and 'to love him with all the heart, and with all the understanding, and with all the strength,' and 'to love one’s neighbor as oneself,' --this is much more important than all whole burnt offerings and sacrifices." When Jesus saw that he answered wisely, he said to him, "You are not far from the kingdom of God."

Mark 12:32-34

From the Gospel reading appointed for Sunday, November 1, 2015
“Draw near to God, and he will draw near to you... .” James 4:8

*Draw near to God* is the Fall 2015 Stewardship Theme series. There will be six parts, one for each week, beginning October 18th through November 22nd. Each week the material will feature the Gospel reading for that Sunday, a Collect, with a series of stewardship questions that provoke thought and conversation. These can be used in a bible study group, individually or even for a “wonder” type Sunday experience. Each series of questions will focus on abundance, individual stewardship of time, talent and money and discipleship principles – all foundations of stewardship teaching in our Diocese of New Westminster.

The *Draw near to God* theme is integrated with the material in this manual which is primarily designed to offer skills development to Stewardship Teams and volunteers for parish financial stewardship programs. Additional materials can be found on the Diocesan website at [www.vancouver.anglican.ca](http://www.vancouver.anglican.ca). Go to the Parish Development section and click on “Stewardship and Gift Development” where you will find information and downloadable material to assist in parish stewardship programs and gift planning.

Thanks to Mr. Tony Sauder and The Rev. Ruth Monette for their suggestions for this publication and their assistance in reading and editing it.

Anglican Church of Canada, Diocese of New Westminster, Vancouver, © 2015

For Assistance with any material presented in this manual, please contact:

Glen Mitchell, Director of Stewardship & Gift Planning  
Diocese of New Westminster,  
1410 Nanton Street  
Vancouver, BC V6H 2E2  
Telephone: (604) 684-6306 Ext. 218  
Cellular: (604) 785-1779  
Email: gmitchell@vancouver.anglican.ca  
Online: [www.vancouver.anglican.ca](http://www.vancouver.anglican.ca)
Table of Contents

<table>
<thead>
<tr>
<th>Stewardship focus</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stewardship education</td>
<td>4</td>
</tr>
<tr>
<td>Bible resources</td>
<td>7</td>
</tr>
<tr>
<td>Small group Bible study</td>
<td>10</td>
</tr>
<tr>
<td>Planning your parish’s financial stewardship campaign</td>
<td>11</td>
</tr>
<tr>
<td>Good stewardship means good research</td>
<td>13</td>
</tr>
<tr>
<td>Themes and time frames for teaching stewardship</td>
<td>15</td>
</tr>
<tr>
<td>A sample annual stewardship plan</td>
<td>16</td>
</tr>
<tr>
<td>Organizing</td>
<td>19</td>
</tr>
<tr>
<td>Four parish financial stewardship models</td>
<td>20</td>
</tr>
<tr>
<td>Six-week schedule model financial stewardship program</td>
<td>21</td>
</tr>
<tr>
<td>The organized mail-out model</td>
<td>22</td>
</tr>
<tr>
<td>A word on talking about money and continuation of mail-out model</td>
<td>25</td>
</tr>
<tr>
<td>Commitment Sunday model</td>
<td>30</td>
</tr>
<tr>
<td>Every member visitation model &amp; two alternative approaches</td>
<td>33</td>
</tr>
<tr>
<td>The phone-a-thon model</td>
<td>36</td>
</tr>
<tr>
<td>Combining or mixing the four models</td>
<td>42</td>
</tr>
<tr>
<td>Planning a stewardship focus for each Sunday’s worship</td>
<td>43</td>
</tr>
<tr>
<td>Hospitality Workbook</td>
<td>44</td>
</tr>
<tr>
<td>Characteristics of Good Stewardship and Best Practices</td>
<td>52</td>
</tr>
<tr>
<td>Bibliography &amp; Websites about Stewardship</td>
<td>54</td>
</tr>
<tr>
<td>Appendix: Commitment Card</td>
<td>56</td>
</tr>
<tr>
<td>Appendix: Talent Inventory</td>
<td>58</td>
</tr>
</tbody>
</table>
Preparing for a Stewardship Focus in your Parish

My vows to you I must perform, O God; I will render thank offerings to you. For you have delivered my soul from death, and my feet from falling, so that I may walk before God in the light of life.

Psalm 56: 12-13

The intent of this manual is to enable clergy and the stewardship leaders in a parish, to organize an effective program that will help parishioners grow in their understanding as Good Stewards.

Three basic assumptions:

- Key to an effective financial stewardship program is intentional and detailed planning. A carefully worked out plan of presentation is important.
- The support and personal involvement of the rector is part of the process.
- Parishioners will be given the opportunity to dedicate a percentage of their personal income to ministry in the name of Christ. The percentage is for them to decide. They are asked to begin their thinking with the biblical percentage of ten percent - the tithe.

What follows are various models for a stewardship program. Everything suggested here is open to adaptation: please use only what you think will work in your parish. For example, what is happening in the parish that might relate to specific models or approaches? If a formal stewardship program will be new to a parish, a focus on education may be appropriate; if a parish has a new ministry they want to embark on, a focus on growing what is already happening may be appropriate; if a parish has a new incumbent, a focus on renewal; the parish vision statement, our baptismal promise, the Marks of Mission, a parish’s narrative budget, or specific items in each could also be a focus of an annual stewardship program.

What is the role of your Parish’s Stewardship Team?
For an effective program, your stewardship team of parish leaders should consist of at least four people:

- The rector who can provide teaching, support and direction to the other members of the parish stewardship team. The presence of the rector is essential.
- A stewardship chair or co-chairs that set the pace and tone for the parish program; act as the program’s spokesperson; and assist in recruiting and organizing parish members needed to complete a successful stewardship program. This position requires a ‘doer’ who is willing to learn, take risks and lead by example.
- A stewardship educator who has a passion for helping parishioners move towards a deeper understanding of what holistic stewardship means for ‘our’ parish and diocese today.
- Skilled people who can write, operate databases, organize events, coordinate groups of volunteers, etc. are needed to fill out the PST: Parish Stewardship Team.
It takes the finest parish leaders to run this stewardship program with care and loving concern for others. In selecting volunteers, look for Christian commitment, an understanding of the stewardship theology of abundance; openness to learning; people who typify your parish’s make-up (and who are held in general respect) and skills brought by people such as teachers, communicators and organizers.

Depending on your program’s approach you may need to add other people to the team. For an Every Member Visitation or Phone-a-thon, you would need a Visitation and/or Phone-a-thon Chairperson who assists in identifying, recruiting, training and deploying the visitors.

Teams will vary in size depending on the size of the parish and on the body of work embraced. Whether a parish is large or small however, it should identify the Rector, a warden and a minimum of two people who can be trained in this work and see this as a form of ministry in their parish community. See pages 52 onwards for more information.

**Begin with Stewardship Education**

Our baptism calls us into a life of stewardship. As individuals baptized into the Church of God we have made some significant promises. Our lives are spent learning to live into these promises. The Baptismal Covenant (Book of Alternative Services, page 158-159) asks us to live in ways which obey the teachings of Jesus. This is a six part rule of life; this is living the life of stewardship.

In living out these promises we obey the teachings of Jesus, recognizing that all we have and all that we are is a gift from God; that all belongs to God; that we are called to manage all these gifts according to God's will, which leads to transformation of life.

"God's ownership of everything also changes the kind of question we ask in giving. Rather than, ‘How much of my money should i give to God?’ we learn to ask, ‘How much of God's money should I keep for myself?’ The difference between these two questions is of monumental proportions."

"Someone committed to life as a Christian steward ultimately develops a new attitude toward ownership and Creation. The steward begins to understand that Creation is owned ultimately by the Creator, not by the created."

What do we give?

Tom Shifflet says that living the life of the steward, as named in the Baptismal Covenant, ‘that each person offers whatever he/she has to Christ as a response to God’. Jesus’ own words are the key. “Much is required from the person to whom much is given” (Luke 12:48).

What are our priorities?

Again, Jesus said, “Take care to guard against all greed, for though one may be rich, one's life does not consist of possessions”, (Luke 12:15). Christ’s values are in contrast to the values of our contemporary society. We are being challenged to get our priorities right. This is the heart and soul of Christian stewardship. The Baptismal Covenant is a helpful guide - the promises can become our ‘Rule of Life’:

We dedicate ourselves to:

- Worship and prayer,
- Reflect, seek forgiveness and return to God,
- Live by Christ’s model,
- Serve others in Christ’s name,
- Work toward justice and peace.

How might each of us carry this out day by day and week by week?

Do we put God first in our lives?

Stewardship, in its simplest terms, asks us to put God's priorities before our own. To give the first portion of our gifts of time, talent and treasure to God's work and only then, to satisfy our own needs. This leads directly to the cornerstone of stewardship: sacrificial giving.

God does not judge us by how much we give but by how faithful we are in making that gift. So it is too with our talents and our time. What counts is the extent to which we give each away, in faith, to help others.

Financial resources and their proper use are a popular theme in the Bible. We are expected to make informed and appropriate decisions about our resources. What do we now have? What do we now give away? How might we be encouraged to take a step in faith beyond that and gradually increase giving to 1%, 2% or 3% of income until a definition of a tithe is achieved?

The Bible gives us a guide for our giving in the tithe, which means one tenth, or 10%. What might be the standard in your community? Consider a personal goal of 5% to the parish and diocesan outreach and 5% to favorite charities.

Give all these things out of sheer gratitude to God for everything God has given you. As a final step, put your trust in God and see what a wonderful way it is to live.

Above resources developed by the Diocese of Toronto.

Stewardship Meditation

"God's ownership of everything also changes the kind of question we ask in giving. Rather than, "How much of my money should I give to God?" we learn to ask, "How much of God's money should I keep for myself?" The difference between these two questions is of monumental proportions."


"Everything we have is God's gift to us. What we do with it, how we use it, and how we share it with
others, is our thankful response. These, then, are our gifts to God."


"As stewards of God, we are invited to join God's action, God's mission in the world. We are Christ's body, God's sacrament, so that God can be present in human life and history, caring for the world. The more we are given, the more will be expected of us. We are to manage life in the interest of accomplishing God's will."

John Westerhoff

‘Fund-raising is proclaiming what we believe in such a way that we offer other people an opportunity to participate with us in our vision and mission. Fund-raising is precisely the opposite of begging. When we seek to raise funds we are not saying, “Please, could you help us out because lately it’s been hard.” Rather, we are declaring, “We have a vision that is amazing and exciting. We are inviting you to invest yourself through the resources that God has given you—your energy, your prayers, and your money—in this work to which God has called us.” Our invitation is clear and confident because we trust that our vision and mission are like “trees planted by streams of water, which yield their fruit in its season, and their leaves do not wither” (Ps. 1:3).

‘Fund-raising is also always a call to conversion. And this call comes to both those who seek funds and those who have funds. Whether we are asking for money or giving money we are drawn together by God, who is about to do a new thing through our collaboration (see Isa. 43:19). To be converted means to experience a deep shift in how we see and think and act. To be converted is to be clothed in our right mind, to come to ourselves the way the younger son did when he was starving far from his true home (Luke 15:17-20). It is a shift of attention in which we set our mind on divine things (Matt. 16:23). “Do not be conformed to this world, but be transformed by the renewing of your minds, so that you may discern what is the will of God—what is good and acceptable and perfect” (Rom. 12:2). Fund-raising as ministry involves a real conversion.


WORKSPACE
Bible Stewardship Resources

The Bible is rich in stewardship teaching resources. Here are some passages\(^1\) categorized by theme that Stewardship Teams and Clergy can utilize to support the year-round stewardship program.

**God the Creator of all**
- Genesis 1:1-2:24

**God’s creation is good**
- Genesis 1:12, Genesis 1:18, Genesis 1:24

**We are made in God’s image**
- Genesis 1:27

**God is a loving giver**
- John 3:16

**God has given us dominion over creation**
- Genesis 1:28-31

**God makes us Stewards of creation**
- Genesis 2:15

**God accepts our best as offering**
- Genesis 4:1-4

**God gives us children and work**
- Genesis 3:16-19

**Attitude**
- Matthew 7:12
- 1 Corinthians 16:13-14
- James 1:16-25
- John 1:6-18
- 2 Corinthians 4:17-18
- James 1:26-27
- John 14:1-14
- Hebrews 10:24-25
- 1 Peter 1:17-25
- 1 Corinthians 13:1-3
- Hebrews 13:16
- 1 John 2:15-17
- 2 John 1:4-6

**What is Christian Giving?**
- Matthew 5:23-24
- Luke 6:38
- James 1:16-25
- Matthew 10:7-12
- Luke 6:38
- 1 Corinthians 16:2

**What Does Jesus Say about Your Money?**
- Matthew 6:19-21
- Matthew 25:14-30

**What Is the Kingdom of Heaven Like?**
- Matthew 13:24-30
- Luke 11:5-18
- Matthew 13:44-46
- Luke 16:13
- Matthew 5:14-46

**Danger Signs**
- Malachi 3:8-9
- Luke 12:10
- 1 Corinthians 18-24
- Malachi 4:1
- 1 Corinthians 3:18-20
- Luke 3:9
- John 3:32-36
- Titus 1:13-14
- Luke 11:23
- Acts 8:20-21
- Hebrews 10:29-31
- Luke 11:37-54
- Romans 1:18-27
- Ephesians 4:17-24
- Luke 12:8-9
- Romans 2:17-34

---

\(^1\) Portions of these biblical references first appeared in A Manual for Stewardship Development Programs in the Congregation, Thomas R. Gossen Editor, published by The Episcopal Network for Stewardship.
Tithing
Genesis 28:22  Deuteronomy 14:22  Tobit 4:8
Leviticus 27:30-32  Malachi 3:10  Hebrews 7:4

Why Give?
Proverbs 3:10  2 Corinthians 8:12-15  Hebrews 13:16
1 Corinthians 4:8  1 Timothy 4:8-10  Jude 1:3-4
2 Corinthians 9:6-7  Hebrews 10:19-25

What to Do?
1 Samuel 4:9  2 Corinthians 9:6-7  2 Thessalonians 2:11-13
Matthew 5:23-24  Philippians 2:13  1 Peter 4:10
Romans 12:2  1 Thessalonians 5:19-22  1 John 3:21-24

Why are you Anxious?
Matthew 6:24-34  Hebrews 12:5-13  1 Peter 3:13

Why Should There Be Dissension?

Why Tell Anyone My Intention?
Matthew 10:32-33  Romans 2:15-16  2 Corinthians 1:12
Luke 12:8-9  Romans 14:11-12  Philippians 4:5
Acts 20:25  1 Corinthians 1:10  1 John 4:1-3; or 14-16

The Wise, Mature Christian
Proverbs 16:16  Matthew 7:24  Romans 12:9-16
Matthew 5:3  Luke 11:4-5  2 Timothy 3:14
Matthew 5:10-16  Romans 8:9  1 John 5:1-5

How is Your Faith?
Matthew 17:19-20  Acts 26:18  Colossians 2:6-8
Mark 9:23  Romans 1:6-17  1 Timothy 1:18-20
John 6:40  Romans 5:1-5  1 Timothy 6:11-14
John 20:3  2 Corinthians 16:13-24  Hebrews 11
Acts 6:5  2 Corinthians 13:5-9  1 John 5:1-5

God Rewards the Giver
Matthew 25:14-30  Acts 20:35
**Why Give Weekly?**
1 Corinthians 16:2 Luke 15:19 1 Timothy 1:15-16

**Who is a Good Steward?**
Ephesians 4:1 Colossians 1:9-12 1 Timothy 4:8
Hebrews 12:5-6

**Resources Beyond Measure**

**Parables about Stewardship**

**WORKSPACE**


**Do not store up for yourselves treasures on earth, where moth and rust consume and where thieves break in and steal; but store up for yourselves treasures in heaven, where neither moth nor rust consumes and where thieves do not break in and steal. For where your treasure is, there your heart will be also.**

Matthew 6:19-21
Small Group Bible Study using Mutual Invitation: Short Form

This method of sharing is intended to give each person a chance to speak and an opportunity to really listen to each other. It is suggested that parishes use Draw near to God for these Bible studies.

The biblical passage will be read three times.

1) After the first reading, participants are invited to share a word or phrase that stands out for them in the text.

2) After the second reading, a question is posed by the leader and the group responds using the Mutual Invitation process.

3) After the third reading, (sometimes at the end of the meeting or event) each participant reflects personally on the question, "what does God invite me to be, change, or do as a result of this reading of the text?"

How Mutual Invitation works:

1) The leader will introduce the question for discussion and will invite someone to speak first (each person may speak for up to 2 minutes or the agreed time).

2) When you are invited, you may speak or may 'pass'. You have the floor for up to the agreed time, but no longer. When you are done, you invite another person to speak. If you pass, you must still invite another to speak.

3) The others may ask a question only if they do not understand something that is said, but this is not a time for debate. It is a time to listen intently for the Spirit that speaks through all of us. No interruptions please.

4) The invitation process continues until all have been invited to speak.

If time and occasion permits, continue an open discussion on the question.

When they had prayed, the place in which they were gathered together was shaken; and they were all filled with the Holy Spirit and spoke the word of God with boldness.

Acts of the Apostles 4:31
Planning Your Parish's Financial Stewardship Program

The following planning questions will assist you in working out your parish’s plans, timetable and calendar. This is a great way to clarify what you will do and what resources will help you to do it.

1. How will Stewardship Teaching be a focus at Sunday worship services? See Planning a Stewardship Focus on Page 3.

2. What Educational Opportunities can you present during the year?
   Suggestions:
   a. Use ministry brochures as a reflection during parish meetings.
   b. Use Stewardship Bible Studies provided by the Diocese and other resources in this manual.

3. What Information do people need before making their financial commitment? Suggestions:
   a. Letter from the Rector, announcement of the financial stewardship program, information about parish and the new voluntary outreach program.
      i. Vision, Mission and Ministry Goals statement for the year ahead
      ii. Description of current ministry programs and activities
      iii. News about the parish and diocese
      iv. Narrative budget
   b. Indication of what to expect - special Sundays, speakers, events, how commitments may be made, parish newsletter coverage.
   c. Will these items be delivered by visitors, picked up on Sundays, or mailed? (Dates and deadlines for completion of such plans will be needed).

4. What Model will you use to obtain financial pledges?
   a. If you’re using Visitors or Telephone Callers, have they been recruited and trained?
   b. Will you need to recruit people for a planned Phone-a-thon?
   c. What kinds of hospitality, community building events are planned throughout the year and during the financial focus?
   d. Are Visitors expected to collect Commitment Cards, or will this be done during the services?

5. Commitment Sunday
   a. Have you picked a day well in advance of the event?
b. Is the plan integrated with other stewardship communications?

6. Have you planned the Conclusion to your stewardship focus? Suggestions:
   a. Blessing of Commitment Cards.
   b. Thank-you letter to those who have made a financial commitment.
   c. Special appreciation for the work of Visitors and team members.
   d. Follow-up to those not making commitments.
   e. Celebration event.

When they had prayed, the place in which they were gathered together was shaken; and they were all filled with the Holy Spirit and spoke the word of God with boldness.

Acts of the Apostles 4:31

WORKSPACE
Good Stewardship Means Good Research

Ask, and it will be given to you; search, and you will find; knock, and the door will be opened for you.
Matthew 7:7

When the Stewardship Team meets to make plans and decisions about what kind of program to introduce to the parish, it is important to have done the research necessary to support and guide good decision making. Below are some questions every Stewardship Team should ask so that they understand the context into which they are beginning the work of education and encouraging financial commitment. A careful analysis of the context and conditions in a parish community will help the Stewardship Team design an appropriate program that will work in their parish.

The Danish philosopher and theologian, Søren Kierkegaard, said that “There are two ways to be fooled. One is to believe what isn’t true; the other is to refuse to believe what is true.” So because data is important don’t just gather opinions; gather the truth of your parish’s situation. For example, ask leaders about their shared understanding of the theology of stewardship. Also, assumptions and expectations can be a problem. For example, many think there are no children in church when often there are. Current research shows that a congregation of fifty adults with 5 children is about what should be expected, not 10 or 12 children. So, when we suspend our assumptions, a situation we thought to be a negative, may turn out to be positive and we discover the truth. The Coordinator of Children & Youth Ministry at the Diocese can assist parishes in identifying their situation. Call Caitlin Beck at (604) 684-6306, Local 225 or email her at cbeck@vancouver.anglican.ca.

You could use the evaluation technique presented below to rate the degrees of understanding, intention, etc. that the questions ask. The evaluation, using a graduated six point scale where 1 is “No” moving through 6 which means “Yes”, will help the Stewardship Team understand the meaning or the context of the current situation. You may have other questions you need to answer in your particular context so these questions are examples only of the types of questions that should be asked. Individuals can answer these questions and bring them to a Stewardship Team meeting where they can be collated or you can gather these answers in a team meeting if the trust level is high.

<table>
<thead>
<tr>
<th>a) Does the parish leadership have a shared understanding of the theology of stewardship?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>b) Does the parish have a strong vision of its purpose?</td>
</tr>
<tr>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>c) Does the parish membership trust the leadership?</td>
</tr>
<tr>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>d) Does the leadership have the energy required to encourage good stewardship?</td>
</tr>
<tr>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>e) Does the leadership lead by example in its financial giving?</td>
</tr>
<tr>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>f) Does the parish income come from a few wealthy families?</td>
</tr>
<tr>
<td>---------------------------------------------</td>
</tr>
</tbody>
</table>
1 2 3 4 5 6
Don’t Know

**g)** Does the parish membership include a wide range of ages?

1 2 3 4 5 6
Don’t Know

**h)** Does the parish membership regularly add new members?

1 2 3 4 5 6
Don’t Know

**i)** Did the parish have an effective Stewardship Team last year?

1 2 3 4 5 6
Don’t Know

**j)** Was the Stewardship education program effective last year?

1 2 3 4 5 6
Don’t Know

**k)** Was the Stewardship financial commitment program effective last year?

1 2 3 4 5 6
Don’t Know

**l)** Does the giving to the parish approximate 80% of the parish budget?

1 2 3 4 5 6
Don’t Know

**m)** Does the parish outreach program exceed 25% of the parish budget?

1 2 3 4 5 6
Don’t Know

* Some of the answers and/or issues that the Stewardship Team discovers may be beyond its scope or terms of reference. If that happens, please ask for assistance. Speak with your Rector or Priest-in-charge about involving the diocesan Parish Development Team to help the parish develop a planned response to the concerns discovered. Call the Director of Mission and Ministry Development, The Rev. Ruth Monette at (604) 684-6306, Local 219 or email rmonette@vancouver.anglican.ca.
Themes and Time Frames for Teaching Stewardship

1. **Liturgical Seasons:** Use the existing liturgical cycle to frame your teaching program.
2. **Thematic Focus:** Choose themes and focus these at times of the year you choose. Some suggestions:
   a. Stewardship of Time for ourselves and others (January)
   b. Stewardship of Creation, after Easter, April/May
   c. Stewardship of Talent (perhaps around Labour Day)
   d. Stewardship of Money with a focus on abundance theology, issues like consumerism, debt, etc. (October/November)
3. **Mission/Ministry:** A narrative budget framed in mission and ministry can help focus learning around the parish community’s vision/mission/planning documents. Choose goals from the plan to teach relevant stewardship themes like time, creation, talent and giving.
4. **Holy Habits:** Gospel, Creation, Gratitude, Sabbath as headings across the top of a matrix and months of the year down the side creates a framework of possibilities in four categories important to Christian life and Stewardship. You then populate the boxes of the matrix with stories, events, education activities, asking for financial commitments, etc.
5. **The Good Steward:** I Believe, I Worship, I Participate, I Serve, I Give, I Thank as headings across the top of a matrix and months of the year down the side create a framework of possibilities in six categories important to Christian life and Good Stewardship. As above, you then populate the boxes of the matrix with stories, events, education activities, asking for financial commitments, etc.
6. **Liturgical/Good Steward Hybrid:** In a matrix, use the liturgical seasons of Advent, Christmas, Epiphany, Lent, Easter and Pentecost across the top and the Good Steward sections of I Believe, I Worship, I Participate, I Serve, I Give and I Thank down the side. This allows you to use the seasons and the aspects of Good Stewardship to focus your stewardship messages throughout the year as a form of discipleship. Here is an example of the type of matrix referred to here.

<table>
<thead>
<tr>
<th>I…</th>
<th>ADVENT</th>
<th>CHRISTMAS</th>
<th>EPIPHANY</th>
<th>LENT</th>
<th>EASTER</th>
<th>PENTECOST</th>
</tr>
</thead>
<tbody>
<tr>
<td>BELIEVE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORSHIP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PARTICIPATE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SERVE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GIVE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>THANK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*For if the eagerness is there, the gift is acceptable according to what one has – not according to what one does not have.*

2 Corinthians 8:12
A Sample Annual Stewardship Plan

JANUARY (Epiphany)
Sermon: New Year’s Resolution for Stewardship, Gifts for God
Youth Epiphany Pageant Follow up next Sunday with discussion of Gifts for God in youth and adult classes
Wardens recruit Stewardship Chair to be elected at February Vestry
Newsletter/bulletin/website article on finances/stewardship

FEBRUARY (Lent)
Bible passage on stewardship discussion at Parish Council and Annual Vestry meeting
Elect Stewardship Chair and recruit team members for year-round stewardship
Lay person speaks on stewardship at all services on one Sunday
Youth Shrove Tuesday Pancake Supper, 10% to Outreach
Lenten sermon on stewardship (Stewardship and Listening, obedience, discipline) [March if Lent starts then.]
Newsletter/bulletin/website article on finances/stewardship

MARCH (Lent/Easter)
Develop Stewardship plan and calendar for the year
Stewardship Team meets and drafts annual financial commitment program
Planned Giving Forum
Celebration of Elders
Special Musical program
Newsletter/bulletin/website article on finances/stewardship

APRIL (Easter)
Wardens ensure the development of a Stewardship Statement by Parish Council
Celebrate Creation/Earth Day. Church gardens enhanced
Youth and adult classes discuss living in a safe and clean environment; care for creation
Home Visiting Program begins. Goal is building community
Discussion in Sunday School classes on stewardship of the environment. Start a recycling program
Sermon (Tithing and Taxes – How much should you give?)
Spring Workday/Clean-up of parish buildings and grounds
Newsletter/bulletin/website article on finances/stewardship

MAY (Pentecost)
Lay person speaks on stewardship at all services on one Sunday
Discussion of Parish Council statement on stewardship at adult education classes
Ministry Fair with Every Member canvass for gifts of time and talent
Home Visiting Program continues
Stewardship Team finalizes plans for fall financial commitment program
Wardens review and sign-off the Stewardship Plan for fall financial commitment program
Newsletter/bulletin/website article on finances/stewardship

June (Pentecost)
Mid-year Parish Council Retreat. Discussion of Bible passage on stewardship;
Parish Council presentation about the Stewardship Plan for the fall financial commitment program
Celebration Sunday – recognition of stewardship of time and talent; recognition of students, teachers etc.
Home Visiting Program ends
Sermon – God’s abundant gifts
Parish Picnic. Revenues from sales of pies, etc. to Outreach
Newsletter/bulletin/website article on finances/stewardship

July (Pentecost)
Sermon (Stewardship of Time). Planning for work, play, prayers and devotional reading.
Program on safety in activities (stewardship of our bodies).
Selection/development of materials for financial commitment program
Vacation Bible School with stewardship theme (or August)
Newsletter/bulletin/website article on finances/stewardship

August (Pentecost)
Recruit callers/workers for financial commitment program
Plan training programs for leaders and callers
Arts/Crafts/Hobby show by parishioners of all ages
Adult Education classes – identify and discuss Bible passages where Jesus talks about money
Vacation Bible School with stewardship theme (or July)
Newsletter/bulletin/website article on finances/stewardship

September (Pentecost)
Training program(s) for financial commitment program workers
Parish Council discussion of article/book/videos/tape on stewardship
Sermon: Theological basis for stewardship
Wills and Estate Planning Workshop
Adult Education discussion of theological basis for stewardship
Sunday School classes discuss lesson on stewardship
Newsletter/bulletin/website article on finances/stewardship
October (Pentecost)
Begin annual financial commitment program
Dinner/Breakfast/Brunch or other event to kick off financial commitment program
Sermon on stewardship vision of parish community goals
Parish Thanksgiving Dinner with thanks for gifts of creation
Lay person speaks on stewardship at all services on one (or more) Sunday(s)
Mail program launch
Narrative budget graphics show current year income and expenses
Fall workday/clean-up of church buildings and grounds
Newsletter/bulletin/website article on finances/stewardship

November (Pentecost)
Pledge Sunday and continued calling (if program not complete)
Celebration service/event of concluded commitment program
Program on Year-End giving of appreciated assets with tax consequences
Newsletter/bulletin/website article on finances/stewardship

December (Advent/Christmas)
Wardens/Parish Council receive final report and evaluation of financial commitment program
Adult Education and Sunday School discussions of meaning of gifts and giving
Sermon: How can we be stewards of the Greatest Christmas Gift of all?
Program on Year-End giving of appreciated assets with tax consequence

WHAT ADDITIONS TO THIS OUTLINE WOULD YOU MAKE IN YOUR PARISH?

Give, and it will be given to you. A good measure, pressed down, shaken together, running over, will be put into your lap; for the measure you give will be the measure you get back.
Luke 6:38
Organizing....

Five Key Components of a Parish Financial Stewardship Program:

1. Understanding of our biblical theology about stewardship and money and the specific ways in which that will be communicated.
2. An annual plan and calendar of all events to be undertaken.
3. A plan for communicating all relevant information.
4. A specific way of recruiting/training program leaders/visitors/callers/hosts.
5. A system detailing:
   a) the content and timing of mailing(s) to the parish;
   b) the content and timing of sermons, talks by lay people, parish meetings, etc., building to the time of pledging;
   c) the system and time for visits/phone contact to parish members;
   d) all deadlines to be met;
   e) plans for a thanksgiving celebration;
   f) plans for reporting results to the parish membership;
   g) plans for a collection system and follow-up.

FOUR vital steps in an effective parish financial stewardship program, known as MATE:

Step 1: MOTIVATION - establishing an understanding of the Gospel call to 'steward' the gifts God gives each of us a vision of a Christian community in our parish and our diocese, working to spread the Gospel and care for others.

The MOTIVATION STEP is achieved by holding up the Gospel teaching on stewardship and in particular, financial stewardship. The program plans of the parish would also be communicated here.

Step 2: ASKING - seeking a response to the Gospel call. A clear and meaningful opportunity would be presented to every active parish home to make a specific plan for their giving to God - this is the decision-making or asking point. We ought to ensure that people are allowed to make their own personal confidential decisions that we do not in any way attempt to decide for them as to their capability.

The ASKING STEP may be achieved in a variety of ways. Key is to ensure that people have information and materials to make a meaningful decision between themselves and God about their giving.

Step 3: THANKING - is a vital part of the sequence in our faith communities. On the one hand, the continuing abundance of God is thanks enough, but as members of the community, we need to thank each other frequently for the gifts of time, talent and money given. We need to celebrate giving back a portion of God's abundance so consider thanking people individually but also with an event that brings the community together in thanksgiving.
Step 4: EVALUATION – Through evaluation we learn what works and what doesn’t work and knowing this information prevents mistakes from being made again. Gather the stewardship team and all the volunteers together in a safe, non-judging space, and hear what they experienced and learned. It is a wonderful way to build community.

Four Parish Financial Stewardship Models

Over the years practitioners have learned that visits to every household in the parish by trained stewardship visitors is the most effective process for the strengthening of relationships, the ongoing transformation of the members of the church and for increasing their knowledge and commitment to the stewardship of mission and ministry of the church.

Some parishes may not be able to organize a visit schedule and train visitors. There are some alternative ways in which your parish can invite the financial recommitment of its members to support parish ministry and diocesan outreach for the next year.

To be effective, each of the following four models must have a stewardship education teaching component. The more people who participate in the stewardship education, the more effective your program will be whatever model you chose. The four main models are:

- Mail-Out
- Commitment Sunday
- Every-Member Visit
- Phone-a-thon Appeal

See the Appendix for alternative approaches to motivating, asking and thanking parishioners.

After you have chosen the model (or combination) for your parish financial stewardship program for the fall, you should write out a detailed plan of the activities and timeline.

The outline on the next page is a very minimal and generic timeline of a typical parish financial stewardship program using an organized mail-out model. The timeline can be used as a guideline for outlining some key activities for implementing an effective program and can be easily adapted to fit the other models.

Keep your lives free from the love of money, and be content with what you have; because God has said, ‘I will never leave you or forsake you.’

Hebrews 13:5
**Six-week Schedule Model**

This program is based on the 2015 DRAW NEAR TO GOD theme available online at [www.vancouver.anglican.ca](http://www.vancouver.anglican.ca) which is framed around a six-week financial development program for parishes to consider. This timeline also works for the other models in the following pages.

**Week 1: Sunday, October 18**
- Mailing #1 Warden's letter announcing launch of stewardship program

**Week 2: Sunday, October 25**
- Focus on parish vision of ministry and outreach
- Focus on diocesan outreach ministries

**Week 3: Sunday, November 1**
- Lay witness presentation
- Introduction to principles and practice of stewardship by a key lay stewardship leader (Parish Council Chair)
- Rector's homily

**Week 4: Sunday, November 8**
- Lay witness presentation
- Focus on new voluntary outreach ministries
- Rector's homily

**Week 5: Sunday, November 15**
- Bulletin announcement
- Lay witness presentation
- Focus on parish ministry and outreach
- Rector's homily
- Intercessions

**Monday, November 16**
- Mailing #2: Rector's letter, Commitment Card, My Inventory of Talent Card

**Week 6: Sunday, November 22** - Commitment or Celebration Sunday and Special thanksgiving of time and talent inventories

**Monday, November 23**
- Mailing #3.0 - (To those not responding on Commitment Sunday)
- Mailing #3.1- Thank you
The Organized Mail-Out Model

An effective organized Mail-Out approach depends on a series of carefully written letters sent to every member of the parish over a period of several weeks. A final letter includes a commitment/pledge card to be mailed or brought back to the church on Commitment or Celebration Sunday. The letters are most effective if they demonstrate a personal touch.

Strengths - Requires little time. Includes all members of the parish. Requires little leadership. Is non-confrontational.

Limitations - Materials being mailed must be top quality. May be ineffective if discontent exists in the congregation because of the one-way communication. Resembles secular appeal for funds. Postage costs, in larger parishes, will be a factor.

Sample materials for the six-week timeline for implementing a financial stewardship focus:

Week 1 - Bulletin/Pulpit Announcement

Our Rector (name) and the Parish Council have agreed to introduce a financial stewardship program in (name of parish). This will give everyone a chance to create the caring community the Apostle Peter called us to build when he said, “according to the gift that each has received, administer it to one another as good stewards of the manifold grace of God” (1 Peter 5:10).

Mailing #1: Letter from Warden(s) announcing financial Stewardship Program

Dear Friends,

Our Church is growing in its awareness of the need for faithful stewardship. We know that everything we have, personally and corporately, is a sign of God’s grace and love for us.

On October 18 we are beginning a six-week financial stewardship focus on our commitment to God as an expression of our thanks to God for the gift of life and for the work and witness of our Anglican Church, our diocesan community and (name of parish). Over the next few weeks you will receive articles in your bulletins to help you consider your stewardship and to help you make a decision about your commitment to (name of parish) for 2015 and for our new voluntary outreach program.

As we prepare for Commitment Sunday on November 22 please take these next few weeks to reflect on the loving response you wish to make in response to God’s call to you.

Yours sincerely, Mary Smith, People’s Warden; Reginald Adams, Rector’s Warden

Week 2 - Bulletin/Pulpit Announcement

As mentioned last week, the parish is introducing a financial stewardship program over the next few weeks. Our Parish Council Chairperson (name) will be giving a thumbnail sketch of financial stewardship in our parish in a talk at each service next week. Listen to how you can help to build our parish community and reach out to the broader community.

Prayer of the Faithful

Lord, we come to this worship of you striving to be your faithful servants and seeking the strength to fulfill your will as we offer our abundance of time, talent and treasure for our parish ministries and the needs of the...
community. Help us to be faithful to this mission. We pray to the Lord in Jesus' name.

**Week 3 - Lay Leader's Presentation**

(This is an outline only, each parish leader will wish to vary the content. In parishes which have done visioning or planning, a wealth of information about the parish community and its goals can be shared.)

As you know from the pulpit and bulletin announcements over the past two weekends, (name of parish) is introducing a financial stewardship program. You might well ask what financial stewardship is. *(See above section on financial stewardship education)*

To summarize, financial stewardship involves three gifts in every Anglican's life. They are the talents given to us at birth, the time we have to use them and how we share our wealth which flows from productive use of these gifts.

Earlier, I talked about Jesus teaching us to put God's priorities ahead of our own. This obviously involves an act of faith so I will look at us as a community of faith:

1. Why are so many of us sitting in this church today?
   - many will say it's because they were born Anglican.
   - others will say they want to offer thanks and praise to God.
   - some will say it's the feeling of community.

2. All of us should answer this question from time to time.
   - it will reveal that our own reasons are a powerful affirmation of our faith.
   - it will help us to realize that coming to church is a necessary part of our lives.
   - it will help us to see that the body of Christ is a living reality in our fellow parishioners.

3. How are the people of (name of parish) living as a community of faith?
   - we have (number) people involved in parish activities.
   - there are (number) volunteers ministering to the needs of the parish and our neighborhood.
   - (number) attend weekly Eucharist.
   - (number) are weekly envelope users providing (number) percent of the money needed to keep the parish open.
   - we have (number) active ministries involved in (name all ministries).

This is impressive evidence of putting God's priorities first in our parish. Not everyone though is active in this community. Many of us just haven't thought about our responsibilities as parishioners. Others might think they don't have anything to offer. Some feel they simply don't have enough time. The good news is: your offer of ministry is not only needed but deeply appreciated and helps our community to grow!

To help us all to find ways to become full members of (name of parish) faith community, the rector (name) will soon be mailing a letter (including a brochure depending on your parish program) to every household. Please read it, ponder its message, fill it in and return it during the offertory. It may change your life.

**Prayer of the Faithful**

Lord, it is to you that we turn in our hour of need and joy. Help us to remember our sisters and brothers in distress.
Give us sensitivity to discern their need and hope to extend our helping hands. Sustain our hope, strengthen our faith that we may grow into a fully caring community. For this we pray to the Lord.

WORKSPACE

The one who sows sparingly will also reap sparingly, and the one who sows bountifully will also reap bountifully. Each of you must give as you have made up your mind, not reluctantly or under compulsion, for God loves a cheerful giver.

2 Corinthians 9:6-7
A Word on Talking About Money

An Introduction to the Stewardship of Treasure

We to talk about money in the church and it is common knowledge that one of the last things a priest wants to talk about is money. However, it is obvious that it is necessary to talk about money in relation to the Church and that in fact, it is a part of parish ministry to do so (as Henri Nouwen says – see Page 8).

Not only is money essential to the survival of the Church, it is also involved in a profound expression of the Anglican faith: the scriptural call to generous and cheerful giving. That is why we need to talk frankly and openly about money in the Church today. It has been the experience of many parishes that once they introduce a full process of stewardship, including sacrificial giving, it becomes less and less challenging to address the topic of money because returning God’s gifts to the Church’s use becomes part of an Anglican way of life. This section is inserted here because it is suggested that by week 4 the financial stewardship program needs to address this sensitive topic.

Week 4 - Lay Witness Presentation

(This presentation must be based on the real experience of the lay person. It is helpful to begin with a story which ‘paints a picture’ showing how chance enters and changes our lives in ways we didn’t expect ...here is an example.)

I tell this story just to illustrate that one of the most important things I have come to realize about my life is that who I am and what I have become are very accidental. Any talent I have came to me largely through the genes I inherited from my parents. The time I have on this earth to develop and use my talent depends very much on where I was born. SO, it seems perfectly clear that the wealth I am able to gather from good use of that time and talent is a privilege which millions of other people will never enjoy.

As an Anglican, this knowledge forces me to acknowledge that all I have is a gift from God and that Jesus had some special messages for the likes of me. Scripture constantly reminds me in our Lord’s own words that I cannot serve God and Mammon. As the years have gone by, I have come to know that Jesus was so concerned about this clash between his followers spiritual values and their lifestyles that more than half the parables address the problem. The stories of the widow’s mite and the rich young man spoke very directly to my own selfishness. In the end I had to decide whether to follow our Lord’s teaching or to acknowledge that worldly goods are more important than my salvation.

Fortunately for me, in the middle of this struggle, I met a number of people who were practicing what they called a stewardship way of life. The concept of stewardship grew out of the parable of the good stewards and the fearful steward who did nothing to increase the wealth given to him to manage while his employer was away. I learned that people practicing stewardship make a conscious decision to return a fair and equitable proportion of their gifts of time, talent and treasure to the Lord’s use before they use these gifts for their own benefit.

"God’s ownership of everything also changes the kind of question we ask in giving. Rather than, ‘How much of my money should I give to God?’ we learn to ask, ‘How much of God’s money should I keep for myself?’ The difference between these two questions is of monumental proportions."

"God’s ownership of everything also changes the kind of question we ask in giving. Rather than, ‘How much of my money should I give to God?’ we learn to ask, ‘How much of God’s money should I keep for myself?’ The difference between these two questions is of monumental proportions."
I was startled to find that these stewardship Christians were tithing their time, talent and before tax income for the benefit of their parishes and their favourite charities. I frankly thought they were mad. The more I got to know them though, the more I realized how happy they were as practicing Christians. They were very positive. The sacrifices they were making were willing, joyful responses to Christ’s own teaching which reached out to them over the centuries in a way which made sense in the twentieth century. In the end I had to try it.

My wife and I discussed what would be a major change in our lives and that of our children and I won’t pretend that we were anything other than fearful. We half expected to see the kids go naked and hungry in the streets and to lose our house. So we decided to take a small first step towards a tithe by giving two percent of our pre tax income - we were already volunteering quite a lot of our time and talent - to see what would happen to us. Nothing happened. We were still able to pay all our bills, take vacations and save money against a rainy day.

So gradually, over a few years, we became less timid and increased our commitment to this new way of life until we joyfully achieved a full ten percent tithe. The miracle is that we managed to do this despite the nowadays normal crisis of losing our jobs. The reward has been the enormous peace which flows from finally getting our priorities in line with our faith. It is the peace which Jesus promised at the last supper when he said to his faithful followers, ‘My gift to you is peace, my peace I leave with you.’ There can be no greater gift than this and I would like to wish all those of you who are going to attempt this way of life, the same abundant blessings we have experienced.

Prayer of the Faithful

Peace was the last gift of Jesus to his apostles. We need to reach out to that peace by putting God’s priorities before our own. Help us to be good stewards of the gifts given into our care for the needs of others. We pray to the Lord.

Week 5 - Bulletin/Pulpit Announcement

This is the fifth week of our parish financial stewardship program. On Monday, a letter from our rector (name) will be mailed to every home in the parish. It invites you to give expression to your faith in God and Jesus Christ, how you can support the Church and outreach ministries. Please read this letter carefully - it could change your life.

Mailing #3

Dear

One of the last things any priest wants to talk about is money. And yet, without money, how can we offer the ministry of our parish and reach out to the needy in our community? Good stewardship of our time, talent and treasure is our response to God’s call for us, his love for us.

In reviewing the enclosed Commitment Card, consider the quote by Richard Foster:

"God’s ownership of everything also changes the kind of question we ask in giving. Rather than, ‘How much of my money should I give to God?’ we learn to ask, ‘How much of God’s money should I keep for myself?’ The difference between these two questions is of monumental proportions."

’How much of God’s money should I keep for myself?’ As you ponder this question, please consider a proportionate amount of giving to (name of parish) for all its ministries and for our new voluntary outreach program and the Anglican Church.

The parish and the larger community is sustained by many hands. What about your time and talent? Have a look at the My Inventory of Talent card. Is there a ministry in our parish that you might take part in? Or is there something you could contribute that is not listed? We look forward to your sharing your gift and service with the
community of (name of parish). Your participation will help us grow as we will help you grow.

I know first hand your generosity and that of your fellow parishioners. You have been an inspiration to me and a light to the world. In the spirit of what you have already given I ask you to prayerfully re-read the brochure mailed to you. When you have done so, please complete the Commitment Card and the My Inventory of Talent Card, and place it in the collection basket next Sunday.

Blessings,

Sincerely yours, (Rector) John Smith

Prayer of the Faithful

Our lives are surrounded by temptations which conflict with our Christian vision. Sustain our vision, our hope as we live into your future God, and as we offer love and service to others in our parish, in our local community and in the larger world. For this, we pray to the Lord.

Week 6 - Rector's Homily (This is offered as an example only as it is recognized that most rectors will prepare their own).

In my letter to you this past week, I asked you to consider the question 'How much of God's money should I keep for myself?' Today, I want to expand a little on that theme as good stewardship was often the subject of Jesus' own preaching. Indeed, in the parable of the stewards, he went so far as to say that those who multiplied the wealth (or gifts) entrusted to their care would be rewarded, those who did nothing would be punished.

You will all remember the occasion of the rich young man approaching Jesus and asking him what he had to do to become one of his disciples. Jesus answer was almost impossibly tough. 'Sell all you have and give it to the poor, then follow me.' It seems Jesus was not asking the young man to bankrupt himself but rather wanted him to understand that to be a disciple, he had to put his worldly possessions behind his faith life in his personal priorities.

Financial Stewardship is therefore not simply a means to fund the activities of the parish. It is part of our identity as Anglicans. Our stewardship flows from our baptism and as we confirm our baptismal promises, stewardship becomes a way of life. That way of life acknowledges that all we have, all we are, and our faith itself is a gift from God. What we make of those gifts has very much to do with our salvation.

Jesus teaches us that it is simply not good enough to just accept those gifts and use them. We have to be the seeds that have fallen on fertile ground, grow vigorously and yield a good crop. This expectation applies to everyone, you and me, the weak or powerful, rich or poor. Mark relates in his Gospel how Jesus took the apostles into the temple to show them the widow's act of sacrifice. 'This poor widow put in more than all the other contributors to the treasury,' he said, 'for they have all contributed from their surplus wealth, but she, from her poverty, has contributed all she had, her whole livelihood.' What a powerful example of sacrificial giving!

The principle of sacrificing some of our time, talent and wealth for the benefit of the faith is a basic underlying principle of ministry work. No one, least of all our Lord, promised our lives as Christians would be easy. But is sacrificing something we value or want really so difficult when it is done for someone we love? Nearly everyone has
experienced the joy of giving and receiving gifts which would have been impossible but for the sacrifices involved in making the gift possible.

Sometimes those gifts are as simple as a mother or father playing ball with his/her children when she/he would rather be on the golf course. At other times the gift can be as devastating as a family selling all it owns to provide shelter, health services or legal defense to a suffering member of that household. Under those circumstances, possessions are only of secondary importance to the hope resulting from the sacrifice.

With the active intervention of the Holy Spirit, we give hope to many people in our lives. Not just those close to us, but through sacrificial acts of charity, to people we will never know personally. We try to bring hope to them simply because we know they are our sisters and brothers in Christ.

And so, to return to this parish, I am going to ask those of you who are not now sacrificing the first portion of your income for the needs of the whole Church, to discover the hope and peace which enters your life through becoming a good steward of your abundant gifts.

The Commitment Card and the My Inventory of Talent Card you received in the mail should be placed in the collection basket to be offered as a 'worthy and acceptable gift to the Lord'. For those who have not completed the cards there are extra ones in today's bulletin.

I am not asking you to do something I am not doing myself. I invite you to join all of us at (name of parish) in experiencing the richness of leading a stewardship way of life. May the Lord our God lead us to the discovery of the manifold blessings of giving ourselves away to complete the sacred mission of his only son, our Saviour Jesus Christ.

Mailing # 3.0 - Sample letters

Dear

I would like to renew my invitation to you to become a closer part of the community of (parish). As you know, the parish financial stewardship program has been offered during the past six weeks.

People are committing their time, their talent and their treasure to the needs of the parish and their neighbors. So far, we do not seem to have provided you with an opportunity to participate in this work. Or perhaps you feel there is no significant way you can contribute to what is being done? Please be sure that any contribution you make will help the growth of our parish community.

Our Lord singled out the widow giving her mite. He understood the private nature of each person's approach to supporting his work. Please be assured that your decision will remain confidential. I simply wish to make sure you have not been left out of our communications for reasons of absence or incomplete information.

Thank you for your help and in St. Paul's words, 'Now concerning the contribution for the saints... On the first day of every week, each of you is to put something aside as he may prosper, so that contributions need not be made when I come' (1 Cor. 15:56). A Commitment Card and My Inventory of Talent is enclosed for you. Please complete them and place them in the collection basket the next time you are at Eucharist.

Sincerely yours, (Rector) Mary Smith

[Examples of a Commitment Card and My Inventory of Talent can be found in the Appendix.]
Dear,

I would like to thank you (and the members of your family) most sincerely for your generous pledge of $xx per week to the parish financial stewardship program. Your contribution will help the ministries of (name of parish), it will help our local community through our new voluntary outreach program and it will help the larger world through our national Anglican Church.

In choosing to support God’s priorities, you are following in the footsteps of the Apostles. Thank you for this act of faith and for your Christian commitment.

Sincerely yours,

(Rector or Envelope Secretary) Jane Smyth
Commitment Sunday Model

An Approach to Inviting Financial Commitment at a Sunday Worship Service in November.

Commitment Sunday concentrates on a single Sunday morning when every member of the parish is expected to participate in a special worship service and people complete their financial commitment during the worship service. This program can be part of a special luncheon held following the service. An outside guest preacher is often recruited to speak. The main energies of the congregation are directed toward promoting a very large attendance for Commitment Sunday.

The elements of a successful Commitment Sunday are:

1. Leading up to Commitment Sunday, preparing the congregation through the use of sermons, witnessing and/or story telling by select members of the parish.

2. Innovations in the worship service that makes the Sunday special (children's choir, guest preacher, something other than the "norm").

3. A meal after the worship service to celebrate, often with some entertainment.

**Strengths** — Requires little time or training. Can distribute materials about the parish program and diocesan outreach ministries easily. Is low cost. Can use a guest worship leader. Requires little calling and few volunteers. It provides a truly inspirational and motivational environment because it is the gathering of a faithful Christian community. It gives assurance of an honest, favorable response because the people who attend church regularly are more inclined to respond openly. It allows for the use of audio-visuals, graphs or charts.

**Limitations** — May succeed or fail on the strength of the sermon or the guest worship leader. Offers little opportunity for involvement, discussion and questions about parish programs. Does not reach shut-ins. Does not reach the marginal members of the congregation. May require extensive follow up to those who do not attend. It depends upon a large attendance for any measure of success. Two-thirds of the membership should be present to make this effective. It allows those who desire to avoid accepting responsibility to do so. It requires a follow-up of those not attending and of those who chose not to make commitments at the service.

This letter from the Rector / Wardens could be sent two weeks before Commitment Sunday.

*Dear [Name]*

First of all, thank you for your generous contributions you have made to [church] over the year. Your contribution has allowed us to [name examples of the ministry this has made possible].

You have seen and heard the word “stewardship” more and more in recent weeks at our church. The theme of our financial stewardship program is [theme name] and Sunday, November XX is a very important date for all of us.
One of the goals of our six-week program will be to encourage every member of our parish to make a financial commitment to our parish ministry for next year, for our new voluntary outreach ministries and our time and talent offering to the parish. But the much more important goal is to allow our biblical, spiritual, and inspirational program to enrich our understanding of what it means to be a steward. Our stewardship program doesn’t focus on how much the church needs, but on how much we each need to give.

We will not be asked to give to meet a budget. We will be asking each one to determine what proportion of income they will give as a sign of faith and commitment. During the next several weeks you will be hearing from a few of our members telling the story of parish and outreach ministries and some personal testimonies about why giving is so important as an act of discipleship.

We are inviting and encouraging you to attend all the services over the next few weeks as we explore our personal and corporate stewardship of all God’s gifts. On our Commitment Sunday, November XX, when we gather for worship, there will be a time for us in the service to decide and consecrate our giving for next year and for a luncheon to celebrate ourselves as stewards.

We are all stewards already. We will be called to grow as stewards. We hope you will plan to attend on Sunday, November XX so that we can come together as parish community for worship, consecration and lunch.

Faithfully,

---

Some Help as You Plan the Worship Service on November XX

The worship service for Commitment Sunday is arranged so that its flow will lead to understanding and commitment. As parishioners enter the church and are welcomed, hand them an envelope which contains their own personalized commitment card. It is helpful if each card has been prepared with their name and amount of their previous recorded weekly/monthly commitment penciled in; should be done by the envelope secretary. This helps parishioners to remember the present level of giving and to consider a new commitment.

**Bishop John MacNaughton in his book More Blessed to Give, tells us that one way to say what we believe is by saying the Creed; another way we say what we believe is by what we put on our Commitment Card.**

Draft for Introductory Comments at the Beginning of the Service on Commitment Sunday:

"Today, after many weeks of growing in our understanding of the meaning of stewardship through special talks, readings and sermons, we have come to Commitment Sunday. Later in the worship service you will be asked to make a financial commitment to God for support of our parish ministry and our shared Anglican outreach in our Diocese, in Canada, and overseas.

Why do we do this during a worship service? Bishop John MacNaughton in his book More Blessed to Give, tells us that one way to say what we believe is by saying the Creed; another way we say what we believe is by what we put on our Commitment Card.

Everything we do in church is directed to one purpose, which is to bring people into a closer relationship with Christ. Nothing draws us closer to God more quickly and more concretely than a right attitude about our income to Christ's mission and ministry. All our commitments, along with those of people who are absent today, will be blessed next Sunday."

Following the Creed, have parishioners complete their Commitment Card and My Inventory of Talent Card.

Here are some suggested explanatory comments:
"A few comments to help you understand the Commitment Card that you received as you entered church to-day:

1. For the first line on the Commitment Card, you are being asked to consider an increase in your giving to support the ministry plan of our parish during 2016.
2. For the second line, you are asked to consider a commitment to the Care & Share Program to support these ministries: (name the current ministries receiving funds from Care & Share). Donations given will flow dollar in, dollar out, to these ministries.
3. All Commitment Cards will be collected before the offertory and will be set aside to be blessed at a special thanksgiving next Sunday.

We welcome you all to join us for a special parish celebration after the worship service!"

IF YOU HAVE VISITORS you will need to explain that “they are most welcome and this is the way we do financial stewardship in our parish” and “should you join our community, you are welcome to join with us in returning a portion of God’s abundance to you when you are ready”.

FOR THOSE NOT QUITE READY to make a public commitment, you can assure them that they are loved by God and that they are invited to make their decision privately with the materials presented.

WORKSPACE

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

God is able to provide you with every blessing in abundance, so that by always having enough of everything, you may share abundantly in every good work.

2 Corinthians 9:8
Every Member Visitation Model & Two Alternative Approaches

The Four Basic Advantages of a Visiting Each Other

Every Member Visitations are a rare thing in the church these days. They require a high level of organizational ability and determination. Successful ones accrue many benefits to the parish.

1. Creates a clear focus on the spiritual and evangelistic dimensions of life together in Christian community. This is stewardship! This builds community like no other stewardship model.

2. Provides excellent opportunity to give information about the work and vision of your parish, and the diocesan shared outreach ministries; also to hear what members think about the church and its ministry.

3. Encourages stewardship commitment as a thoughtful, intentional act of discipleship.

4. Clears up misunderstanding about the priorities of the parish and those who want to be on the parish list or not.

One-on-One Home Visits

Members of Church Committee/key parish leaders are invited to provide an important leadership position in the visitation.

A personal letter to all selected visitors should be sent by the Rector inviting them to take on this ministry of acting as a Visitor (to make a maximum of 5-6 visits as a pair or single). The Stewardship Chair or Visitation Chairperson would then arrange a follow-up visit to the selected visitors to confirm their involvement and arrange for attendance at the visitor training session.

Members of the Parish Stewardship Team may act as Team Leaders. Each would, therefore, assist with recruiting a "team" of about six visitors. The "turn-down" rate will be dramatically reduced if the invitation is presented in a face-to-face meeting. Select the people who are most likely to be recognized by your parish membership as the real leaders of your parish life. Those already involved and committed to your parish life are the ones who will carry the most authenticity when they speak to others. Also select those who are already your most sacrificial givers. Experience and established commitment are the best motivators in talking with others.

Team leaders should be conscious of the wisdom of recruiting visitors who represent the full range of congregational life in order that visitors may be assigned calls to homes with which they have some affinity (i.e. older and younger, affluent and poorer, men and women, old-timers and newcomers).

For training help see VISITING EACH OTHER, go to the Parish Development webpage link to the Stewardship & Gift Development section and click on “Parish Resources” page where you will find the VISITING EACH OTHER PDF. The website URL is www.vancouver.anglican.ca.
The Festive Meal

(Banquet or Loyalty Dinner) Commitment Program

All energies of the congregation focus on the one event. Table Hosts are recruited and trained and assigned members whom they invite to join their dinner table group. Discussion Leaders, who are matched with Table Hosts, are also recruited and trained. In large congregations, it may be necessary to host more than one event, either concurrently or at different times.

The elements for a successful Festive Meal Program are:

1. A wonderful place for the meal.
2. Good entertainment.
3. An inspiring speaker.
4. A brief Bible study, perhaps using *Draw near to God*.
5. Trained Table Hosts
6. Trained discussion leaders.

**Strengths:**
1) All energies of the parish on focus on the one event
2) Matched and trained table hosts and discussion leader
3) In large congregations more than one event may be required
4) Chance to study scripture together

**Weaknesses:**
1) Need a wonderful place to eat together
2) Need good entertainment and an inspiring speaker
3) Need to train and match table hosts and discussion leaders
The Cottage Meeting Commitment Program

The elements for a successful cottage meeting program:

1. A host home for every 8 to 10 persons in the congregation.
2. A trained host(ess) for each home.
3. A trained discussion leader for each home.
4. A brief Bible study, perhaps using Draw near to God.
5. Dessert.

Strengths:

i) 8-10 people per home
ii) Trained host and discussion leader for each home
iii) Scriptural base

Weaknesses:

i) Not everyone will take part
ii) Requires training of willing hosts and/or leaders
ii) Someone must provide good food

WORKSPACE

And let us consider how to provoke one another to love and good deeds, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day approaching.

Hebrews 10:24-25
The Phone-a-thon Model

A telephone appeal is similar to the every member visit except contact is made by telephone. The telephone approach may also be used during the year to maintain relationships between members of the parish. Callers must be carefully trained to ensure a meaningful presentation and discussion in either case. If financial commitments are sought, they may or may not be made during the telephone conversation and are then verified by mail. The Phone-a-thon Training Manual is integrated in this manual following this page.

The elements of a successful telephone appeal are:

1. Arrange for a phone bank - an office or other location with cellular phones or multi-phones so that that calls are done in one location. This creates important synergy among the callers and brings a clear focus to the task.

2. Do some stewardship education in order to train the callers.

3. Script the telephone calls except for allowing callers to offer their own personal stewardship witness.

4. Have the callers all in one large room. Have "cheerleaders" providing food, soft drinks and snacks. Pause from time to time to let the callers tell the "stories" of their calls.

5. Don't stop until everyone in the congregation has been contacted.

Strengths — Low Cost. Allows for questions, answers, expressions of feelings. Easier to enlist callers than visitors. Updates parish list.


Who will you be calling and how many callers will you need?

The Phone-a-thon Model provides a friendly follow-up to a personalized letter from the Rector which described the stewardship process and how each household would be contacted by phone. Typically, one phone canvasser can complete at least 10 calls per hour - a completed call is when you have connected with a parish household. In a typical parish of 200 households you would require a minimum of FOUR phone canvassers to make calls over two evenings.

What do you need to prepare for the Phone Canvass Program?

The names and phone numbers of each parish household receiving the Rector's letter should be printed on a copy of a Call Form. Ideally, once these call forms have been prepared with all the names and phone numbers, they will be organized in like groupings wherever possible - i.e. members of the Choir, members of the Church Committee, members of the Altar Guild. Ideally a Phone Caller who is known by each respective constituency would be recruited to make the calls to these individuals.

I bring the first of the fruit of the ground that you, O Lord, have given me.

Deuteronomy 26:10a
Telephone Callers Manual: General Information

1. **LEADER:** The Stewardship Team of the parish has appointed a Phone-a-thon Coordinator who is responsible for organizing the work, reporting results, training callers and responding to concerns.

2. **WHEN:** There will typically be 1 week of calling in November in most parishes. Others may have a different approach at other times of the year. Calling will occur usually from Monday to Thursday in the evening.

3. **WHERE:** The Phone-a-thon will be held at the parish unless it is determined that cellular coverage is poor, in which case it will be moved to a more suitable location.

4. **TIME:** All Phone-a-thon sessions begin promptly at 6:30 p.m. and are completed by 8:30 p.m. It is helpful if callers arrive 10-15 minutes prior to beginning calls.

5. **CELLULAR PHONES:** You will be asked to bring your mobile telephone for use in the Phone-a-thon.

6. **MEALS:** Food will be provided. If you have food issues, please contact the Phone-a-thon Coordinator.

7. **QUESTIONS & MORE INFORMATION:** Please contact the Parish’s Phone-a-thon Coordinator for additional information.

**Welcome!**

Welcome aboard as a Parish Phone-a-thon Caller! We hope you will enjoy connecting with parishioners and raising funds for God’s work in your parish community.

**A. Your Role**

As a volunteer caller, you will contact parishioners to talk about the work of the community, update parish information about the parishioner and their family; and to solicit pledges and gifts for the annual ministry of the parish. You are a member and representative of the parish, connecting with other members of your faith community and raising critical funds for the worship, pastoral care, outreach and other initiatives in the parish community to which the called belong.

**B. Expectations**

All callers are expected to have made a pledge or gift commitment to the work of the parish before they make calls. This expectation is based in the important principle that those who ask others to make gifts must have already made their own commitment. The expectation, as a volunteer caller, is that you will serve as a positive advocate for the parish and act in a professional manner (training is provided). You will use the script provided as a guide and abide by the rules set out in this handbook.
Some phone calls will not go as smoothly as you would like. If this happens, please do not disrupt other callers. Take the opportunity to discuss the call with the Phone-a-thon coordinator. Please maintain a positive attitude during your calls.

You will be using your mobile phones to call your list while in the Phone-a-thon Room. If you are expecting a call, please take it outside of the room.

All callers are expected to be truthful when reporting pledges on pledge cards.

C. Confidentiality

All parish membership and donor information collected during the call is confidential and only for use by the parish. You may not use any information you generate during the calls you make for any purposes yourself. No information may be removed from the Phone-a-thon room and information used during the Phone-a-thon is not to be discussed or used at any other time. Misuse of donor information includes, but is not limited to: removal of donor information from the Phone-a-thon room, use of donor information for purpose(s) other than the Phone-a-thon, misuse or personal use of donor credit card numbers. In order to be active for the Phone-a-thon, a confidentiality statement must be signed and returned to the Phone-a-thon coordinator before you can begin making calls.

Parish Operating Fund Basics: Methods of Giving

Donors may use a variety of methods to make a gift to the parish. You will primarily be involved in securing pledges that will be paid with:

- debit transaction (the parish may have this capacity or use the diocesan service)
- cheque
- credit card (the parish may have this capacity or use the diocesan service)
- appreciated securities (the parish may have this capacity or use the diocesan service)

Donors may also pay pledges by installments:

- Monthly
- Quarterly
- Annually
- Installs should be used to encourage donors to give more, as they will be able to make their gift with smaller payments.

\textit{Now as you excel in everything – in faith, in speech, in knowledge, in utmost eagerness, and in your love for us – so we want you to excel also in this generous undertaking.}

\textit{2 Corinthians 8:7}
Calling Tools

A. Goals

There are two goals for every call: one is a communications effort between you and another member of the parish community to build the relationship; and the second may be a fundraising effort. They are not separate. You should strive to attain both simultaneously.

1) Positively engage the member -- calling can be a lot of fun for the receiver and beneficial to the caller.
2) Ensure and even increase the giving level of the donor or get non-donors to begin their participation.

B. The Script

It is important that you are relaxed while making the calls. With a little practice you will be comfortable in no time. Each call will be different, but try to stick to the script so that you can cover all necessary points. It is especially important that you follow the script when asking for a gift or pledge. PLEASE BE SURE TO TALK TO THE PHONE-A-THON COORDINATOR IF YOU HAVE ANY QUESTIONS REGARDING SCRIPTING. Sample scripts can be found on the diocesan website.

C. Best Practices

- Always be sure to state your name, and the name of the parish you are calling from, and the purpose of your call
- Confirm who you are speaking with
- Be ready to anticipate common questions and respond well when they happen
- Aim for a firm commitment but keep the tone friendly
- Speak warmly and compassionately about the vision and mission and ministries of the parish
- Be polite and respectful
- Make sure your conversation is goal-oriented
- Do not leave a message unless instructed to do so in the script
- Confirm that the information about the address, telephone number, email, etc. on file is accurate
- Don’t be too long on a call: 3-4 minutes should be plenty of time.
- Keep careful notes about the call
- Listen more than you talk and never argue
- Keep the conversation positive and free of negativity
- If some pastoral situation seems evident, be sure to connect with the Phone-a-thon Coordinator so the priest can be alerted

Overcoming Objections

It is important to remember that some people you speak with will initially resist saying “yes”. This does not mean that the prospect cannot or will not give a substantial gift. What the donor-prospect is potentially saying by giving objections is, “You haven’t convinced me yet.”
• Deal with a negative by turning it into a positive.
• Put objections in perspective. Use facts. Never argue.
• Be understanding and acknowledge that you are listening.
• Don’t be afraid to say “I don’t know,” if you do not know the answer to a question. Say you will find out and have someone from the parish get back to them.
• Do not take objections personally.

**Specific Objections and Possible Answers**

*We just bought a house and can’t afford to give right now.*

Congratulations, that is great news! Let me take this opportunity to get your new address. Will you continue to come to the parish or are you moving far away?

*I’m out of work, so there’s no way I can give now.*

I am sorry to hear that. If you like, I can put you in touch with our clergy and pastoral care team to support you during this change time for you.

*This is the only time I hear from the parish.*

Let me make sure that we have your correct address, because we do send publications to keep in touch with the parish and you are always welcome at worship and parish events. I am calling you not only to ask for your support, but to answer questions and address concerns like yours. I will be sure to get the most recent publications in the mail to you. We are trying to reach everyone who is part of the community at our parish.

*I’m still paying my student loans.*

I can appreciate that. I’ve spoken with a number of our youth and student members in similar situations. Participation counts more than the size of your gift. Any amount you could give will be welcomed.

*I had a bad experience with the church and I do not want to give.*

I am sorry to hear that. Perhaps you could relate your experience so I can inform the appropriate person to ensure that other members of the parish do not encounter the same situation. (PAUSE, LISTEN & RESPOND TO ANSWER) After the response, *if you feel you have overcome the situation*, try again to continue your script. *If not*, try thanking them and tell them that the clergy will be informed and follow up.

*I have no interest in giving to the church*

I am sorry that you feel this way. I am on the phone this evening not only to help our parish by updating our information records and inviting pledges and donations, but to
speak directly with parish members like yourself and get feedback about the parish’s efforts. I would like to know how to renew your interest in participation in our parish life? Is there a particular reason why you do not want to support the parish this year? (Those who take the time to explain can probably be convinced to pledge.)

I already gave.
Thank you; is it possible that your gift was made during our last fiscal year, which ended December 31st? Our financial year runs from January 1st to December 31st and my records indicate that we haven’t yet received your gift or pledge for this current year. We would greatly appreciate your continued support as the parish provides important worship, pastoral and outreach ministries to the community.

I gave last year.
Thank you; this is exactly the reason why we are asking for your support. You have demonstrated a commitment for which we are very appreciative. Your gift supports the annual expenditures of the parish and your contribution is greatly needed.

I’ll probably give the amount I did last year; just send me the pledge card.
I’m glad to hear that. Your specified pledge tonight will help with the parish’s planning. While you can always increase your pledge when you send in your payment or we set up a payment plan, it would be helpful tonight if we could agree on an amount that you would feel comfortable pledging. Would that be $___?

I can’t give that much this year; put me down for what I gave last year.
Every year our mission and ministry costs keep rising. Would you be willing to support them by increasing your gift by 5%?

I support other church programs.
Thank you very much, we certainly do appreciate that and I don’t want to change your priorities, but you are a member of our parish and we’re trying to prepare for next year. Your gift will support very important ministries such as worship services, Christian education, pastoral care, outreach to the community and more. We would greatly appreciate your help at a level that is manageable for you and which would allow the parish to continue to offer these programs in our community. Would a gift of $____ per month be manageable for you?

I don’t like to give over the phone.
I understand, but this is the most effective way to reach the largest numbers of members before the end of our fiscal year. It also allows us to personally communicate with our members. This call allows me to listen to feedback and enlist the financial participation and support of a tremendous number of men and women like you. Could I send you some information by email or through the mail and follow up next week?
What should the conversation be about?

- Ask about their current situation to build the relationship
- Describe Current Ministry Programs and Activities
- Mention successes during the year just ending
- Listen pastorally for clues about their situation
- Talk about the dreams and plans for the year ahead
- Share news about the parish and diocese
- Describe your personal commitment to the parish family
- Ask if they would like a call from the priest

Quick keys to successful phone-a-thon calling

1. **Believe** in what you are saying. The sincere, motivated caller enjoys the greatest success. So, too, will you if your donor-prospects feel you believe in your parish community
2. **Approach** each call as if it were your **first** conversation of the evening. If you sound as if you want to get off the phone, so will the member.
3. **Listen.** If you listen to the member, you’ll be able to respond effectively to their interests and concerns. This is so important – listening should form at least 50 percent of your call time!
4. **Be Polite.** Optimism is contagious: “I know you will want to join us by supporting your parish.”
5. **Stick to the facts.** If you can’t answer a question, someone will follow-up with a return call the next day. Don’t supply rumors.
6. **Negotiate when possible.** Refer to your Phone-a-thon Manual for techniques. The call is the key. Your call has far more impact than follow-up letters, so try your best to get a specific commitment, NOW, if possible!
7. **Be relaxed, comfortable and respectful.** Enjoy your conversation, but respect your donor-prospect’s time. Make as many calls as possible without rushing the conversation.
8. **Express sincere appreciation.** Make the member feel her gift is important. Satisfaction is a far better motivator than guilt. If they feel good about this year’s gift, he or she will want to continue giving again next year!
9. **Have fun!!!**

Combining or Mixing the Four Models

Sometimes it is necessary to combine or mix several of the elements of these four models into one program. For example, it is usually helpful to send out several pieces of mail no matter what model is used. In addition, some people just do not want to be called on in their homes and may not attend an event outside their home, so it is necessary to contact them in some way. In very large congregations, it may be useful to use a combination of several different models e.g. visitation and telephone.

*Remembering the words of the Lord Jesus, for he himself said,*
*‘It is more blessed to give than to receive.’*

Acts 20:35b
Planning A Stewardship Focus for each Sunday’s Worship

Honour the Lord with your substance and with the first fruits of all your produce.
Proverbs 3:9

Suggested Order of Service (*Items which have a stewardship focus)
1. Singing before Liturgy begins
2. Processional
3. *Introduction by Stewardship Chair - theme of the day, reminder of stewardship events, etc.
4. *Lay Witness talk
5. Liturgy of the Word - Opening
6. Collect
7. *Bulletin insert reading - Stewardship message is read aloud to congregation by Warden
8. Scripture readings
9. *Sermon
10. Creed
11. *Prayers of the People - pray Stewardship Prayer together
12. The Peace
13. Offering
14. Celebration of the Eucharist
15. *Commissioning of Visitors
16. Recessional

*NOTE: At least one hymn with the theme of stewardship is sung during the Service. For example, in Common Praise, numbers 259, 435, 500, 585 and 601 would all be appropriate hymns.

Suggestions for Follow-Up

Send out letters of appreciation to all the people who made intentions of time and dollars to the church. Saying “thank-you” is very important.

Encourage people who, through the program, have indicated a desire to be more involved in the life and work of the congregation to participate.

Mail a letter of thanks to all who took an active part in the program and visitation; and/or host an event for all involved to say thank you.

Arrange a separate meeting with all your stewardship leaders/visitors/callers (e.g., wine and cheese get-together) in order to provide them with the opportunity to evaluate the work and discuss their experiences. Explore "What did we learn we need to do better next year?" Often we tend to ask people to take on a special responsibility without giving them the chance to share their discoveries.

Maintain a high level of stewardship education in the congregation through the Stewardship Team by continuing personal and family stewardship development that was emphasized during the stewardship program.

Do not neglect to do good and to share what you have, for such sacrifices are pleasing to God.
Hebrews 13:16
“Hospitality is not to change people, but to offer them space where change can take place. It is not to bring men and women over to our side, but to offer freedom not disturbed by dividing lines. It is not to lead our neighbor [sic] into a corner where there are no alternatives left, but to open a wide spectrum of options for choice and commitment. It is not an educated intimidation with good books, good stories and good works, but the liberation of fearful hearts so that words can find roots and bear ample fruit. It is not a method of making our God and our way into the criteria of happiness, but the opening of an opportunity to others to find their God and their way. The paradox of hospitality is that it wants to create emptiness, not a fearful emptiness, but a friendly emptiness where strangers can enter and discover themselves as created free; free to sing their own songs, speak their own languages, dance their own dances.”

Henri Nouwen, *Reaching Out*

**What is a welcoming parish?**

It is easy to claim the identity “welcoming church” – no parish sees themselves as unwelcoming- so let’s consider what welcoming might look like.

A welcoming parish is one that:

- Knows who it is and is comfortable with itself
- Values the past but is not afraid to think toward the future
- Is inclusive, authentic, respects diversity
- Displays openness to choice and questioning
- Is intentional about treating each person as a gift from God
- Feels friendly and not pushy
- Has a sense of adventure
- Invites children to be a part of the entire church
- Has worship services that are authentic, intentional, powerful, and send you out with a feeling of the sacred, of being uplifted
- Is gracious
- Asks, listens, and invites
- Smiles and encourages laughter
- Feels honest, open, and safe for real conversations
- Helps me feel at home
- Gives me a reason to be there
- Does not assume I know my way around
- Accepts me for who I am
- Offers ways to help me find my way “in”
- Gets to know each person as an individual
- Wants to know who I am and what I am about
Welcoming & Hospitality Plan

This Plan is based on a process and a belief that it is not so much about getting people through our doors in the morning but moving the whole community, as well as new comers, towards an attitude and belief that we are Christ-like and radical hospitality is missional, ours to hold and possess. God is alive and at work in our community, relevant in our world.

This is about welcoming new comers into our midst but it is also about helping everyone in our congregation understand that what we do, how we live, how we treat strangers on a daily basis is core to our Christian belief. It is about being “ready” – being ready to receive into your own home, about being gracious throughout the evening and always being ready to see the Christ in everyone you invite in. There is a second part to that – we must deepen that relationship and always be willing to help anyone on their spiritual journey.

Goals:
1. Make a first time visitor feel welcome & want to come back a second time.
2. Create an intentional process that takes a first time visitor to second time visitor to member and finally to engaged contributor of our parish. This also includes existing parishioners.
3. Create a process that has the full support of clergy, laity, greeters, coffee hosts, and a Care Ministry Team.

First Point of Contact - Greeters & Ushers Teams – Specific tasks for each person on the team.
1. Focus on the gifts of the team members in assigning tasks within the team. Consider asking recent newcomers onto welcoming teams as a means to initiate deeper engagement. (Newcomers have recent experience with possible anxieties of being a visitor & can empathize. They also are not expected to know everyone, so are less likely to be embarrassed to ask, if someone is a visitor.)
2. Person 1 - Bulletin Greeter – helps with door; greets visitor/parishioner; passes out bulletin; ends with invitation to see “Person 2” to get their permanent name tag or a visitors name tag.
3. Persons 2, 3 & 4 - Name Tag Person, Visitor Person & Sunday School Rep stand by the name tags area & assist members to pick up their name tag (these people are not holding bulletins but have a supply nearby in case door-person missed them).
   - This group should watch for people passing them by and invite them to stop for a name tag.
   - They inquire if the attendee is visiting if there is no name tag.
   - If name tag permanently misplaced, put name on list for replacement & make temporary sticky name tag.
   - Make sticky name tag for anyone who temporarily does not have their plastic one.
4. If a Visitor, Person 3:
   - Helps visitor make a sticky Visitor name tag. This name tag should be designed so that it easily identifies the wearer as a visitor so the members at coffee hour know to pay particular care in welcoming and engaging them.
   - Gives visitor a contact card, encourages them to fill out, and hand in with offering.
   - Gives visitor a “Survival Guide” for the parish – basic information about why, what, who, etc.
   - Points out locations of coat racks, pew cushions, & washrooms.
   - Advises of Welcoming Table in the coffee room where there will be drinks & snacks, a chance to chat with a volunteer to get more information about the parish & let the parish know how they can serve them.
5. If visitor is accompanied by children, Person 4, as appropriate:
   - advises of Nursery Care, Sunday School, and Activity Pack options for children & offers to accompany them to tour nursery or classrooms.
   - offers a Sunday School information package describing the Sunday School program & gives
registration form(s).
· advises of youth programs for older children & teens.
· As appropriate – give out info on other child/family oriented events.

***Remember – regardless of how good your worship service is or how engaging your music program might be, a person must be welcomed into the church in a friendly and helpful way. You get “one kick at the can” (Kennon Callahan) with first time guests. We all must make sure their initial visit is welcoming and genuine in true hospitality.

Second Point of Contact – Welcoming Table
1. Two people from the Greeters & Ushers group leave service as choir departs & go to welcoming table.
   Have a supply of the following at the table:
   · Bowl of candies or small plate of cookies (get from Coffee Hosts)
   · Visitor Contact cards
   · Directory
   · Sunday School information
   · Youth Groups Information
   · Most recent Vestry report
   · Information on upcoming events – service bulletins & other info for special events such as concerts, bible studies, picnics, retreats etc.
   · Recent edition(s) of newsletter
2. Greeters at the welcoming table engage visitors/newcomers in conversation & encourage them to fill out contact card if they haven’t already. After conversation & information given out, they look for people at the coffee hour that they could introduce to visitor so that visitor can make another personal connection.

Third Point of Contact – Monday Morning E-mail and/or card and/or Phone Call from Clergy
1. Clergy on duty Monday reviews all contact cards received on Sunday.
2. Clergy fills in a Visitor Checklist to initiate ongoing welcoming process.
3. For First Time Visitors – immediate response:
   · If Email address provided – Send “welcome/thank-you for attending” email.
   · If Email & postal address provided – send email above, plus a handwritten card with a gift enclosed, plus call if possible (Gift – could be a book-this could be an entry level, good read, theological in nature)
   Gift packages can be made up ahead of time by Care Team member so they are ready to pop the card in & mail.
   · If just phone number provided, Clergy to call visitor to “thank for attending/hope to see you again” etc. Clergy may have an opportunity to request visitor’s address so a gift can be sent.
4. For First Time Visitors (if no second visit within a month)
   · One month later - send second thank you for attending card.
5. For Second time Visitors:
   · Same as above a, b & c. They might also include copy of newsletter & church directory, copies of previous sermons and flyers on upcoming events
   · Assign a “Buddy” for the visitor within the congregation and arrange an introduction in person or by email or phone. Contact buddies ahead of time to ensure that they are willing/available.

Clergy Interaction - Whenever a wedding rehearsal or funeral service preparation happens, one of the clergy spends a few minutes describing what happens at the parish on a daily basis, who they are and when the services take place. They always end this introduction with an invite to come experience
worship on Sunday morning in the community. Any time clergy can interact or engage with newcomers is a huge bonus. People are looking for connection, especially when seeking a spiritual journey.

**Semi-annual Events**
1. “Liturgy of Inclusion” – new member Sunday Service where newcomers are officially welcomed as members of the parish (added to the Parish Roll), followed by a lunch at a host parishioner’s home (this is essential – it should not be at the church) attended by newcomers and a few selected established members. Give gifts to new members as part of the service.
2. Exploration of the Parish Classes - Newcomer Anglicanism 100 evenings or Saturday classes to unravel some of the liturgical processes, language, history and culture of the parish.
3. Newcomer Membership Process - Clergy visit or Care team member visit to discuss give & take of membership: participation, attendance at worship, financial commitment, spiritual formation, involvement in one or more ministries.

**Evaluation**
1. Measure how many regular attendees we see on a Sunday.
2. Measure how many guests.
3. Measure how many of these guests stay.
4. Measure satisfaction through discussion with newcomers and parishioners as a whole.

Remember the advice of 1 Peter 3:15b-c:

> Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect.

It helps to practice in advance what you might say when someone asks you about your faith. Remember that the encounter may lead to an opportunity to invite someone to experience God through your church. To prepare, choose a partner and work through this practice sheet.

1. When was the last time you invited someone to accompany you to an activity? It does not have to be a church activity.
2. Did the person go with you?
3. What did you say to get the person to go (or what didn’t you say that might have made him or her stay home)?

The people with whom you would be most likely to have these conversations are friends, relatives, associates and neighbours. To make that easy to remember, think “FRAN.” Take a moment to write down names of people in your life who reflect FRAN:
### Conversations with Friends, Relatives, Associates and Neighbours (FRAN)

<table>
<thead>
<tr>
<th>Friends</th>
<th>Relatives</th>
<th>Associates</th>
<th>Neighbours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Diagram:**

- **Friends**
- **Relatives**
- **Associates**
- **Neighbours**

**Interconnected nodes:**

- **Me** (central node)
- **Friends**
- **Relatives**
- **Associates**
- **Neighbours**
**Individual Field Assignment Ideas**

Use these individual field assignment ideas to enhance the knowledge and skills of your Welcoming Ministry team and to engage small groups.

1. On Sunday, find an unattended door somewhere in the church building. Welcome and direct people from that site.
2. See what you can learn from their good ideas or practices (or even from their not-so-good ideas and practices).
3. Go to visit another congregation on Sunday to see how it feels to be a stranger there.
4. Begin a welcoming ministry in your pew on Sunday, talking to everyone you don’t know within ten feet and introducing new people to others around.
5. Hang out in the parking lot before church to offer help to a newcomer to get to worship, Sunday school, childcare rooms, etc.
6. For three minutes after worship on Sunday, talk only to people you don’t know. One exception: If friends come up to you, introduce the newcomers to them, too.
7. Sit beside someone who’s sitting alone in worship and make an effort to get to know him or her, then introduce that person to others who share some of his or her interests or characteristics.
8. Take a single friend, neighbor, or co-worker to lunch and ask about his or her struggles, joys, fears, challenges, and needs to develop compassion.
9. Talk with newcomers from the past six months to find out what they’re looking for from life. See whether they share any common ideas that could lead to the forming of a new group or ministry.
10. Arrange for a local mental health professional to talk to church groups about addiction, self-destructive habits, etc., and how to work with people with those struggles.
11. Try one or more of these activities to take your welcoming efforts outside the walls of the church:
   a. Visit a house-bound, nursing-home bound or hospitalized member.
   b. Volunteer at a homeless shelter or the food bank.
   c. Collect donations to give to a community cause. Ask some fellow parishioners to help you!
   d. Ask someone from outside the church to help you with a community service project that is going on in your church (Make-a-Difference Day, Habitat for Humanity, a local telethon, Community Meal, etc.).
   e. Organize a “fix-it-up” day to help single women, widows, and house-bound parishioners.

---

*Go to visit another congregation on Sunday to see how it feels to be a stranger there.*
**Fresh Eyes on your website - Look for:**

**SCHEDULE:** Is the upcoming schedule of events obvious on the front page? Is it so big and bold that no one can miss it? Post your whole balance-of-December schedule right there on the home page.

**ADDRESS:** Visitors use map apps or GPS devices, so your street address should be front and center—not in the fine print at the bottom of the home page or on some secondary page. Are there special parking problems—or helpful options like Visitor Parking spaces? Put that information on your front page with your address. Those visitors who use your webpage to reach you will really appreciate those tips!

**WHERE TO GO ONCE YOU ARRIVE:** If you’re reading this far, you’re probably active in a congregation and you would be shocked to learn how difficult it is for visitors to find the doorway that your members know is the “front door.” You would be floored to learn how many visitors don’t have a clue where they should go inside your building.

**DESCRIBE WHAT HAPPENS:** Describe your worship and other customs. If your congregation has coffee before services or a social time after services, makes sure your website schedule explains that. Visitors won’t know in advance and won’t be able to plan for it. Post a photo of your church’s interior, so visitors know what to anticipate. Or, better yet, post a photo of people attending a typical worship service.

Chances are, your congregation is a mystery, a daunting place to most visitors.

**IDENTIFY THE MAJOR PLAYERS:** Many churches seem to hide their clergy deep inside their websites, perhaps out of modesty on the part of the clergy—or out of a theological push to make members feel that they are leading the congregation. But consider: Making it easy for visitors to visually identify key figures in your congregation is a friendly service.

**SPECIAL COLLECTIONS:** Most church leaders have heard that it’s a bad idea to mention collections. Wrong – be clear what your weekly collection is for and if you’re collecting special items during the holidays—like cans of food for the needy or special offerings for the local homeless shelter—tell people as part of your events schedule. If visitors feel moved to seek out a church for the holidays, they don’t want to arrive and feel that “everybody else” knew about a special community-wide effort.

**SPECIAL LIGHTS:** If you’ve got a special lighting service—explain it to your visitors in advance. Don’t assume they know what the words “candle-lit” means in your congregation.

---

**HOSPITALITY SCHEDULE PLANNER**

<table>
<thead>
<tr>
<th>PLANS</th>
<th>VISITORS</th>
<th>EDUCATION</th>
<th>CONNECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CATEGORY</td>
<td>BUDGET</td>
<td>ACTUAL</td>
<td>VARIATION (+/-)</td>
</tr>
<tr>
<td>----------------</td>
<td>--------</td>
<td>--------</td>
<td>-----------------</td>
</tr>
<tr>
<td>REVENUE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales (tickets, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsorships</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL REVENUE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPENSES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BEFORE EVENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flyers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banners/Signage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invitations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Items (T-shirts, cups etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAY OF EVENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rentals (tables, linens chairs, AV)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decorations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accommodation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFTER EVENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean-up</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thank You Gifts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET REVENUE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Characteristics of Good Stewardship

1. Leadership (clergy, parish council, and stewardship team) lead by example. They are committed to tithing. This is not a requirement; it means they will try giving proportionately as we work towards the tithe.
2. Clergy witness publicly to their own understanding of being a Good Steward. They encourage and invite the congregation to think about their own stewardship journeys.
3. The stewardship team has a plan. This plan supports the mission statement of the parish and the ministry/mission priorities.
4. Stewardship education focuses on the need of the giver to give, not the need of the church to receive.
5. Education for the stewardship team, parish council and clergy is expected and is provided for in the stewardship budget.
6. Stewardship is a year round ministry – a team is committed to the responsibility for seeing that this is so. The financial focus period is only one activity in that responsibility.
7. Members of the stewardship team pray often, individually and collectively.
8. Members of the stewardship team worship on a regular basis.
9. The stewardship team meets on a regularly and includes a brief inductive Bible study.
10. Talking about money is expected – Jesus talked about it all the time!
11. Telling the “story” is one of the programs primary tasks. It begins with God’s story and leads to the stories from the congregation.
12. The stewardship team is intentional about seeking out new members to the team with appropriate gifts. Recruitment is essential as the team changes somewhat each year.
13. Basic assumptions about stewardship are:
   a. Stewardship is about changing lives.
   b. Stewardship programs are guided by grace, not guilt.
   c. We are God’s stewards. What we do grows out of our relationship with God.
   d. Stewardship involves loving acts of thanksgiving in response to all that God has given us.
   e. Stewardship is defined as “Using the gifts God has given us to do the work God is calling us to do.
   f. Stewardship is fun!

Best Practices of a Stewardship Team

Best practices are guidelines. They allow us to assess our successes and our shortcomings. In stewardship, we use statistics from our annual statistical returns each year to evaluate overall trends in the diocese and to forecast outcomes years into the future. When giving patterns in Dioceses have been carefully analyzed, the result has been the identification of fourteen specific variables that give us the tools to evaluate parish out-comes.

These variables give a clear snapshot of financial, congregational, ministry and leadership health. Viewed as a whole they provide an opportunity for parish and Diocesan leaders to discuss the steps that might be taken to strengthen parish health through the growth of stewardship education and revenue development.
Fourteen Best Practices

1. The parish has an active stewardship committee
2. The parish clergy committed to stewardship education
3. The parish conducts an annual sacrificial giving pledge campaign
4. A long range planning and gifts discernment program is held annually
5. There are at least 4 sermons per year on stewardship themes
6. The parish develops an annual narrative budget
7. The parish distributes a proportionate giving work-sheet to all identifiable givers
8. Individual giving to parish is at diocesan average of $1,100.
9. Parish offertory equals at least 2% of gross family income

10. One-third of identifiable givers are on pre-authorized giving
11. Seventy percent of operating revenue comes from free-will offerings
12. Parish directs 10% of revenue to outreach
13. Parish has a new-member ministry / orientation program
14. Planned giving is promoted in the parish

Thanks to the Diocese of Ottawa for these Best Practices.

Be Part of a Team

Characteristics and skills of team members are important if the team is to work effectively. Here are some characteristics and skills that make a difference if everyone contributes.

• Build trust
• Communicate well
• Collaborate
• Solve problems and create possibilities
• Support each other
• Recognize achievements
• Evaluate the work
• Listen before speaking
• Ask helpful questions
• Be aware of body language and what is going on
• Be patient and courteous
• Avoid jargon
• Respond – don’t react; explain your reasons
• Don’t interrupt
• Restate to understand
• Make “I” statements, not “we” statements
• Separate facts from opinions

Be patient, therefore, beloved, until the coming of the Lord. The farmer waits for the precious crop from the earth, being patient with it until it receives the early and the late rains.

James 5:7
BIBLIOGRAPHY


Hambidge, Douglas, *The S Word*, TENS.org

Hotchkiss, Dan, *Ministry and Money: A Guide for Clergy and Their Friends*, Bethesda, MD; The Alban Institute, 2002


Levan, Christopher, *Thanks Giving: Growing Generosity Among God’s People*, Toronto; The United Church of Canada, 2005


**Websites**

[www.vancouver.anglican.ca](http://www.vancouver.anglican.ca). Go to the Stewardship Section in Parish Development
[www.tens.org](http://www.tens.org) (Parishes in the Diocese of New Westminster can call for the password information)
[http://www.anglican.ca/gifts/resources/more-stewardship-resources](http://www.anglican.ca/gifts/resources/more-stewardship-resources)
[http://www.luthersem.edu/stewardship/](http://www.luthersem.edu/stewardship/)
[http://www.stewardship.org.uk/resources/resources](http://www.stewardship.org.uk/resources/resources)

**NOTES**

On the first day of each week, each of you should set aside a sum of money in proportion to what has been earned.

1 Corinthians 16:2a
## OUR FINANCIAL COMMITMENT TO GOD’S MISSION IN THE WORLD

### Financial Promise 2015

<table>
<thead>
<tr>
<th>Annual Income</th>
<th>Weekly Giving</th>
<th>Monthly Giving</th>
<th>Yearly Giving</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10% Tithe</td>
<td>5%</td>
<td>2%</td>
</tr>
<tr>
<td>$180,000</td>
<td>$346 $173 $69</td>
<td>$1500 $750 $300</td>
<td>$18000 $9000 $3600</td>
</tr>
<tr>
<td>$120,000</td>
<td>$288 $144 $58</td>
<td>$1250 $625 $250</td>
<td>$15000 $7500 $3000</td>
</tr>
<tr>
<td>$90,000</td>
<td>$173 $87 $35</td>
<td>$750 $375 $150</td>
<td>$9000 $4500 $1800</td>
</tr>
<tr>
<td>$60,000</td>
<td>$115 $58 $23</td>
<td>$500 $250 $100</td>
<td>$6000 $3000 $1200</td>
</tr>
<tr>
<td>$40,000</td>
<td>$77 $38 $15</td>
<td>$333 $167 $67</td>
<td>$4000 $2000 $800</td>
</tr>
<tr>
<td>$25,000</td>
<td>$48 $24 $10</td>
<td>$208 $104 $42</td>
<td>$2500 $1250 $208</td>
</tr>
<tr>
<td>$10,000</td>
<td>$19 $10 $4</td>
<td>$83 $42 $17</td>
<td>$1000 $500 $200</td>
</tr>
</tbody>
</table>

### DONOR INFORMATION

Name(s): ________________________________

Address: ________________________________

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>Province</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

Phone: (_____) _______ Email: ________________________________

_____ There is a bequest in my will for the __Parish __Diocese __General Synod (mark all that apply).

_____ Send me information about making a legacy gift in my will or during my lifetime.

Parishes in the Diocese of New Westminster are required to comply with the personal Information Protection Act. Information collected on this form will be used only for the purpose for which it is collected.
My/Our Gift to God’s Mission

In support of God’s Mission through the Church, I/we promise to contribute a total annual amount of: $___________________ by making (Choose one):

_____ Weekly; _____ Monthly; _____ Quarterly _____ Annual
donation(s) of $ ______________.

I/we choose the following method of completing our financial promise for 2015:

_____ Automatic monthly debit (My/our void cheque is attached).
_____ Post-dated cheques are enclosed.
_____ Offertory Envelopes. My # is _______; or, please assign me an envelope #.
_____ Visa/Mastercard/American Express # ___________________ Expiry Date: ___/___

Name on card: ____________________ Signature: __________________________

My contributions are to be distributed in the manner set out below. In gratitude for all God’s blessings I/We promise to support:

God’s Mission through the Ministry of the Parish:

___ Parish General Operating Fund $ ______________
___ Parish Project (a) $ ______________
___ Parish Project (b) $ ______________
___ Parish Project (c) $ ______________

God’s Mission through the Ministry of the Diocese:

___ Children & Youth Ministry $ ______________
___ Care & Share $ ______________
___ Mission to Seafarers Society $ ______________

God’s Mission through the Ministry of General Synod:

___ Primate’s World Relief & Development Fund $ ______________
___ Anglican Appeal $ ______________
___ Anglican Foundation $ ______________

Our total financial promise for 2015 is $ __________________

Parish Mission and Ministry:

- Of every $100 pledged, $XX goes toward salaries, programs, administration and building costs.
- $XX supports Outreach in the neighbourhood
- $XX supports the Diocese of New Westminster.
- $XX is contributed to the work of the wider church.

Thank you. Please return this form in the confidential envelope provided to the parish office.

PARISH NAME
PARISH ADDRESS
PARISH TELEPHONE
Appendix: Talent Inventory

SHARING YOUR GIFTS: Your Talents and Skills

I am:

- prepared to donate my professional skills
- at a workplace that has equipment or services or meeting space I can make available
- good at organizing details and creating plans
- good at motivating people
- good at planning events and giving parties
- knowledgeable about many people in my community who might be good resources
- a dreamer of possibilities
- a teacher who likes to share what I know
- a good listener or writer
- experienced in designing or administering Web sites
- experienced working with computer and other technologies
- a supportive person to work with
- good with financial information
- interested in funding for the church and I like to raise money
- a translator or know people who can translate documents into other languages
- a person with graphic skills or artistic talents
- a proof reader and editor
- a photographer
- good with kids or am good with elders
- a passionate public speaker
- a interested in advocating for justice
- a praying person who is interested in being an intercessor
- a musician and I play this musical instrument
- a singer and have experience singing in a choir
- a handyman/woman. I can help with woodworking, painting, etc.
- available ___ hours per week, or would be willing to take a day or more each month to donate my time

Other:

______________________________
______________________________
______________________________
______________________________

NAME:______________________________

Telephone:______________ Email:__________________