



# BEACONS OF LIGHT

## Pastoral Planning Pathway

### Stewardship Inventory Tool

*This inventory tool is designed to help parish leaders assess one or more aspects of parish life before pastoral planning takes place within the Family of Parishes. Once the inventory tool is completed, it can be shared with leaders in the other parishes within the Family during Phase 1 to increase familiarity among all parishes.*

### Introduction

The principle of Stewardship within the Beacons of Light process envisions that each Family of Parishes will embody a culture of stewardship as a way of life. With this, Families of Parishes are filled with grateful disciples who recognize God's gifts in their lives, using their talents, skills, and resources to build up the Church and live as Christ's body in the world.

This Stewardship Inventory is a tool to identify the current stewardship activities taking place in each parish now. This will provide valuable starting information for the pastoral planning team of the Family of Parishes as it begins its work.

### Instructions

This inventory is best completed by a Stewardship Committee/Commission if one currently exists. If one does not exist, the inventory should be completed by the parish staff member(s) and/or parish volunteer(s) involved in, or at least knowledgeable about, any of the following stewardship activities:

### Current Activities Taking Place at the Parish

1. Our parish has a Stewardship Committee/Commission.  Yes  No
  - a. If yes, please list their primary responsibilities:
  
2. Our parish conducts an Annual Stewardship Commitment or Renewal where parishioners are invited to provide their intentions for their offering time, talent, and treasure.  Yes  No

Additional Comments:

3. Our parish currently produces an annual ministerial report with ministry highlights from the past year, sacramental stats, other parish highlights and accomplishments, etc.  Yes  No

a. This report is mailed to all households.  Yes  No

Additional Comments:

4. Our parish has parishioners speak about stewardship and parish involvement at least annually at Mass.  Yes  No

Additional Comments:

5. Our parish conducts an Annual Ministry Fair.  Yes  No

a. If not annually, has the parish conducted a ministry fair in last 5 years?  Yes  No

Additional Comments:

6. Our parish offers a program(s) to help parishioners discern their personal gifts/talents/skills and explore ways to use these in service to the parish.  Yes  No

Additional Comments:

7. Our parish offers a program(s) for parishioners to discern their personal vocation in life. (i.e. priest, deacon, religious life, marriage, chaste single life).  Yes  No

Additional Comments:

8. Our parish regularly prays the archdiocesan Vocation Prayer at Mass and/or meetings.  Yes  No

9. Our parish staff and/or ministry leaders formally recognize those serving in ministry at least annually. (e.g. thank you card, phone call, special reception, etc.).  Yes  No

a. If yes, please briefly describe this activity.

10. Our parish has a formal process for welcoming new families.  Yes  No

a. If yes, please briefly describe:

11. Our parish currently produces an annual financial report.  Yes  No

If yes, it is:

a. Printed in the bulletin.  Yes  No

b. Mailed to all households.  Yes  No

c. Presented at Mass.  Yes  No

Additional Comments:

12. In addition to financial reporting, our parish regularly publishes stewardship articles, reflections, Scripture quotes, etc. in the parish bulletin and other publications, website, etc.  Yes  No

Additional Comments:

13. Our parish has conducted an "increased offertory program" in the last three years.  Yes  No

14. Our parish sends "thank you" letters for annual donations and/or other donations made throughout the year.  Yes  No

Additional Comments:

## Portfolio of Stewardship Materials

Please compile any materials relating to the following areas of stewardship activities – note that you do not need to produce new materials, create new lists, etc. if the information is not available.

- Regularly updated Guidebook or brochure or other material listing all parish ministries, groups, organizations, etc.
  - Include primary contact person for each
  - Staff liason to ministries if applicable
- Roster of parishioners serving in key parish ministries
  - Stewardship Committee, Pastoral Council, Finance Council, Worship Commission, Liturgical ministries, Knights of Columbus, etc.
- Annual Financial Report
- Annual Ministerial Report
- Materials from Annual Stewardship Commitment or Renewal process
- Ministry Fair materials
- Stewardship formation/education materials (bulletin inserts, website content, etc.)
- New Family Welcome Packet
- Increased Offertory Program materials
- Brochure or other materials that promote the ways to financially support the parish (e.g. Online Giving account set-up, requesting offertory envelopes, etc.)
- Sample thank you letter or card sent to parishioners for contributions