

A CONGREGATIONAL PLANNING TIMELINE (working back from Commitment Sunday)

Before you start the timeline, decide what type of stewardship commitment plan you will be using. To use the timeline effectively, your stewardship committee needs to be in place 6 months in advance of Commitment Sunday.

Commitment Sunday
Stewardship Sermon
Christian education program (adults, children, youth) can have some design around stewardship as you move toward commitment Sunday.
Visits to members (if planned)

5-6 months ahead, stewardship committee selected and begins planning process and exact timeline. Develops theme/logo for use in all materials.

4 months ahead. Session begins planning for next year's mission and budget needs.

3 months ahead. Session set goals for stewardship program (dollar and other) including method of stewardship solicitation.
Pledge cards printed or ordered.

2 months ahead. Stewardship Committee (and others involved in stewardship program) commissioned in worship.

2 months ahead. Narrative budget brochure drafted. Ready for committee approval.

6 weeks ahead. Recruitment of callers (leaders) if EMV or Telephone or Personal Delivery or Small groups are used. Set training dates for callers or leaders. If congregational dinner is going to happen all plans should be made at least 2 months or 6 weeks in advance.

6 weeks ahead, first stewardship sermon to set the tone and direction for the next 6 weeks of stewardship interpretation and preparation of congregation.

Each Sunday within 6 weeks of Commitment Sunday
Mission Interpretation about narrative budget and mission needs and congregational commitments (lay presentations)

6 weeks ahead. Question/Answer sheet prepared for distribution

1 month ahead. Letter of confirmation mailed to callers identifying dates and expectations for their participation...including commissioning in worship.

1 month. Stewardship letters mailed to congregation from session and pastor (signed by moderator of session and stewardship committee moderator) identifying proposed budget (narrative included) and stewardship plans for this year
Separate these two letters having them a week apart...first the pastor's letter, then the stewardship chair's letter with the narrative budget and timeline and process for the commitment process. If the process is to be small groups this letter may need to go out sooner than a month or three weeks.

1 month ahead. Narrative budget brochures mailed along with letter and other materials

1 month-2 weeks ahead. Train stewardship callers (telephone, visit, etc.).

2 weeks ahead. Congregational stewardship dinner or fellowship event.

2 weeks ahead. Letter with pledge cards mailed (if mail campaign used).

2 weeks ahead. Packets for callers prepared...if EMV or Personal Delivery or small groups used. Household cards and pledge cards prepared.

Commitment Sunday. Stewardship sermon. Lunch provided for az azcallers and last minute orientation and packets given. Calls made afternoon and instructions for return of packets to committee.

1, 2, and 4 weeks after Commitment Sunday. Tell congregation what results have been. Thank them for support. *Mailing to whole congregation with thank you and results.*

1 week after Commitment Sunday. Meet with Stewardship Committee to discuss results and any follow-up plans. Thank stewardship participants. Plan report with recommendations to session.