CATHOLIC STEWARDSHIP RENEWAL

CSR Materials Inventory Process • April 26, 2023
AGENDA

- Review the CSR 2023 Timeline
- Review and Discuss CSR Materials
- What’s in the Google Drive and Why
- Q & A
CATHOLIC STEWARDSHIP RENEWAL (CSR) MATERIALS CREATION PROCESS

START NOW OR NO LATER THAN MAY 1

MINISTRY DATA COLLECTION CAPTURED AND SUBMITTED NO LATER THAN 7.7.23

DOCUMENTS PREPARED BY DIOCESE TO BE PROOVED BY PARISH. THIS PROCESS TAKES A MINIMUM OF 1 WEEK.

IS PROOF READY FOR PRINT?

YES

DIOCESE PREPARES FINAL DOCUMENTS FOR PRINTER TO BE APPROVED BY PASTOR. THIS TAKES A MINIMUM OF 1 WEEK.

NO

DID THE PASTOR SUBMIT ONLINE APPROVAL FORM?

YES

MATERIALS TO PRINTER (ALLOW 2-3 WEEKS FOR PRINTING)

MATERIALS SHIPPED TO PARISH

PARISH PREPARES PACKETS FOR DISTRIBUTION. ALLOW A WEEK FOR PREPARING PACKETS.

NO

MATERIALS TO PRINTER (ALLOW 2-3 WEEKS FOR PRINTING)

MATERIALS SHIPPED TO PARISH

PARISH PREPARES PACKETS FOR DISTRIBUTION. ALLOW A WEEK FOR PREPARING PACKETS.

CANNOT MOVE ONTO NEXT STEP UNTIL APPROVED BY PASTOR

CSR MATERIALS COMPLETE!
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>April 26, 2023</td>
<td><strong>Stewardship Office Hours (11 am to noon &amp; 6:30 to 7:30 pm)</strong>&lt;br&gt;Topic: Catholic Stewardship Renewal (CSR) Overview – Ministry Inventory Process</td>
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<tr>
<td>May 1 – July 7, 2023</td>
<td><strong>Parishes collect and turn in CSR material info</strong>&lt;br&gt;There are 3 options to gather information:&lt;br&gt;1. Capturing information using this <a href="#">Word template</a>.&lt;br&gt;2. Capturing information using this <a href="#">Excel spreadsheet template</a>.&lt;br&gt;3. Capturing information using this <a href="#">online form</a>.</td>
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<tr>
<td>May 24, 2023</td>
<td><strong>Stewardship Office Hours (11 am to noon &amp; 6:30 to 7:30 pm)</strong>&lt;br&gt;Topic: Catholic Stewardship Renewal (CSR) – 4 Pillars of Stewardship</td>
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<td>JULY 7, 2023</td>
<td><strong>THIS IS THE FINAL DATE TO HAVE ALL DATA SUBMITTED IN ORDER TO HAVE MATERIALS PRINTED AND READY FOR DISTRIBUTION. PLEASE BE MINDFUL THAT WE ARE WORKING WITH 70+ PARISHES TO CREATE MATERIALS.</strong></td>
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<td>July 7 – September 8, 2023</td>
<td>• Diocese communication office prepares materials for parish&lt;br&gt;• Proofs sent to parishes as completed&lt;br&gt;Note: materials will be created in the order they are received. Therefore, the sooner the parish submits their data, the sooner they will receive a proof.</td>
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**PASTOR MUST SIGN ONLINE FORM FOR EACH PARISH BEFORE MATERIALS WILL BE PRINTED. A LINK WILL BE SENT TO THE PASTOR WITH THE FINAL DOCUMENTS TO BE APPROVED.**
CSR MATERIALS

- Ministry Guide
- Time & Talent Form
- Tithe Commitment Form
- Confidential Envelope for All forms (time and talent and tithe commitment)
- Semi-large envelope that holds all the materials
## CSR PARISH CHECKLIST

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<th>ITEMS NEEDED FROM PARISH FOR CSR MATERIALS</th>
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<tbody>
<tr>
<td></td>
<td>Letter from Pastor printed on letterhead</td>
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<tr>
<td></td>
<td>Church Logo</td>
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<td>School logo (if applicable)</td>
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<tr>
<td></td>
<td>CSR Parish Information Sheet</td>
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<tr>
<td></td>
<td>CSR Parish Ministry Information submitted in one of 3 ways</td>
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<tr>
<td></td>
<td>1. Capturing information using this <a href="#">Word template</a></td>
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<tr>
<td></td>
<td>2. Capturing information using this <a href="#">Excel spreadsheet template</a></td>
</tr>
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<td></td>
<td>3. Capturing information using this <a href="#">online form</a></td>
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WHAT’S IN YOUR GOOGLE DRIVE

Individual Documents

• CSR 2023 Detailed Timeline
• CSR Materials Creation Flow Chart
• CSR Parish Checklist 2023
• CSR Parish Information Sheet
WHAT’S IN YOUR GOOGLE DRIVE

Folder – Ministry Inventory Tools

(A) Excel Ministry Inventory Document
(B) Word Ministry Inventory Document

(1) Sample School Ministries: Includes a list of examples of school ministries that you may or may not have to offer. This is not an inclusive list of every possible ministry a school may offer. It is merely something to help you with identifying ministries at the school and with descriptions.

(2) Examples of Sacraments with Volunteer Opportunities: Are there opportunities to assist with the sacrament of Baptism? Are you looking for people to help with confirmation? Do you need assistance with RCIA – sponsors and/or instructors? This document will help put these opportunities into invitation for people to help.

(3) Ministry Samples: If you are struggling with the wording for some of the most common ministries, this document is a great resource.

(4) Examples of Ministries by Pillar: Each of the ministries will be grouped under one of the 4 pillars of stewardship (hospitality, prayer, formation or service). This document gives examples of common ministries and which pillar they best fit.

(5) Directions for Ministry Inventory: This gives you the links to the 3 ways to submit the ministry information and how to download the Word and/or Excel document from the Google drive to your hard drive.
WHAT’S IN YOUR GOOGLE DRIVE

Folder – SAMPLE CSR MATERIALS

This folder contains SAMPLE materials from St. Martin Parish (Cohort 2).

Your parish office should have hard copies of these materials for you to review as well.

• Stewardship Commitment Form (Time and Talent Form)
• Tithing Commitment Form
• Confidential Envelope
• Ministry Guide
• Pastor Letter
• Thank you card that goes out after forms are turned in
# LOOKING AHEAD TO NEXT STEPS

<table>
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| August 1 – September 15, 2023 | • All parish CSR materials to the printer.  
• Materials will be shipped as completed and will be printed in the order they are received.                                                                                     |
| Month of August          | Lay Witness Workshops (Specific dates to be determined and communicated at a later date)                                                                                                                  |
| August 30, 2023          | Stewardship Office Hours (11 am to noon & 6:30 to 7:30 pm)  
Topic: Catholic Stewardship Renewal (CSR) workshop on follow up and accountability  
Audience: Pastor, Stewardship Council and parish staff responsible for stewardship.                                      |
| September 20, 2023 (no later than) | • Materials shipped to parish for preparation & distribution  
• If a parish chooses to mail materials, it is at their own expense and they must coordinate the mailing on their own.                              |
| Week of September 25, 2023 | Invite volunteers to help prepare packets for distribution.                                                                                                                                                  |
| September 27, 2023       | Stewardship Office Hours (11 am to noon & 6:30 to 7:30 pm)  
Topic: Answering the question: “Why should I fill out these forms, you know what I do in the parish and I already tithe?”  |
| October 1-2,8-9,15-16, 2023 | CSR Weekends and Lay Witness Talks                                                                                                                                                                           |
QUESTIONS & ANSWERS
THANK YOU!

Trish Lutz ◆ Associate Director of Stewardship ◆ plutz@diojeffcity.org