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Jefferson City

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# CATHOLIC STEWARDSHIP RENEWAL

*CSR Materials Inventory Process* ◆ *April 26, 2023*



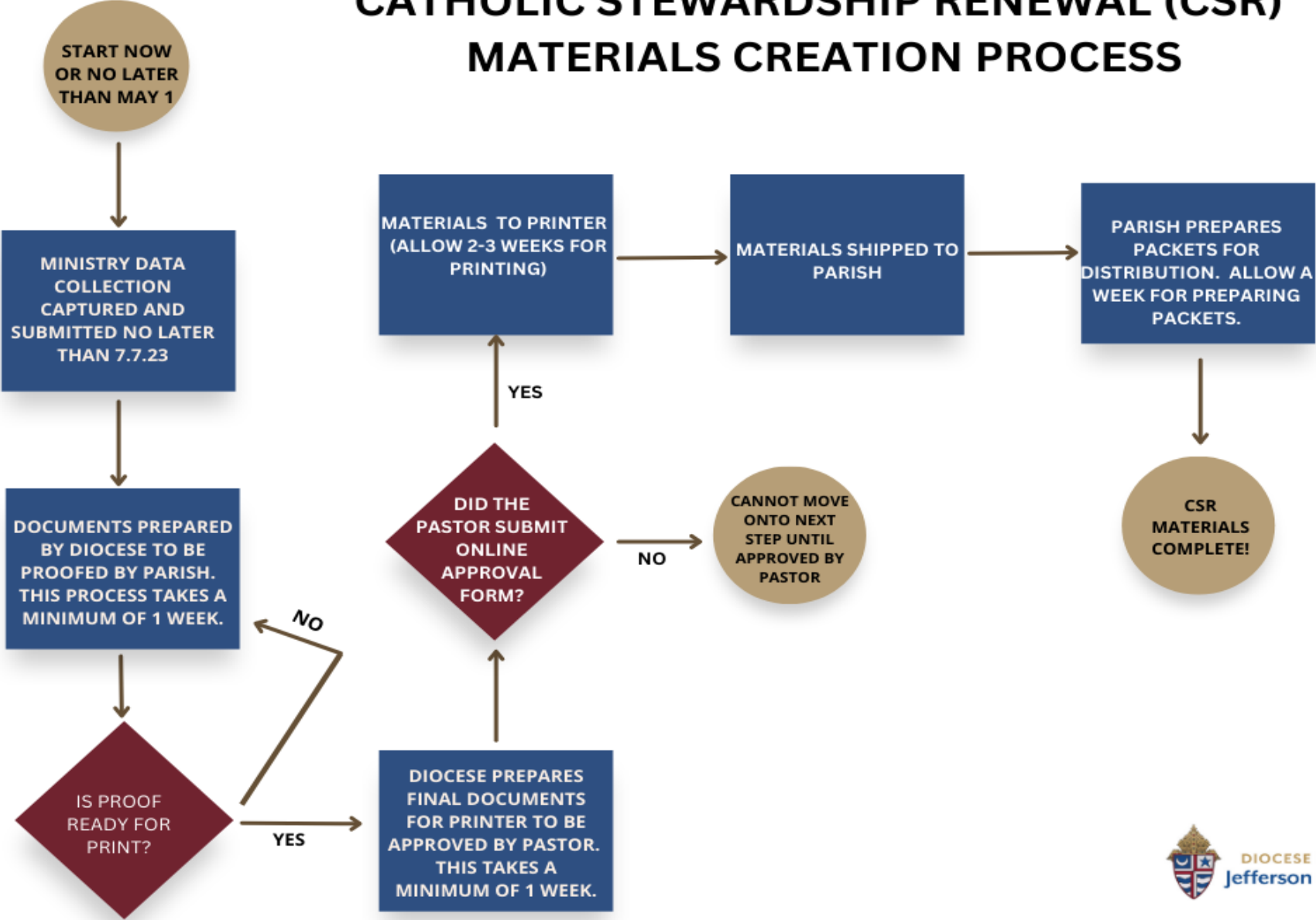
**Stewardship**  
GROWING OUR FAITH

# 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



# CSR PROCESS TIMELINE

Date	Description
<b>April 26, 2023</b> 11 am and 6:30 pm via Google Meet Registration required.	Stewardship Office Hours (11 am to noon & 6:30 to 7:30 pm) Topic: Catholic Stewardship Renewal (CSR) Overview – Ministry Inventory Process
<b>May 1 – July 7, 2023</b>	Parishes collect and turn in CSR material info There are 3 options to gather information: <ol style="list-style-type: none"> <li>1. Capturing information using this <a href="#">Word template</a>.</li> <li>2. Capturing information using this <a href="#">Excel spreadsheet template</a>.</li> <li>3. Capturing information using this <a href="#">online form</a>.</li> </ol>
<b>May 24, 2023</b> 11 am and 6:30 pm via Google Meet Registration required.	Stewardship Office Hours (11 am to noon & 6:30 to 7:30 pm) Topic: Catholic Stewardship Renewal (CSR) – 4 Pillars of Stewardship
<b>JULY 7, 2023</b>	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.
<b>July 7 – September 8, 2023</b>	<ul style="list-style-type: none"> <li>• Diocese communication office prepares materials for parish</li> <li>• Proofs sent to parishes as completed</li> </ul> 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.
<b>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.</b>	



# 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

✓	ITEMS NEEDED FROM PARISH FOR CSR MATERIALS
	Letter from Pastor printed on letterhead
	Church Logo
	School logo (if applicable)
	CSR Parish Information Sheet
	CSR Parish Ministry Information submitted in one of 3 ways <ol style="list-style-type: none"><li data-bbox="468 921 2056 971">1. Capturing information using this <a href="#">Word template</a>.</li><li data-bbox="468 978 2056 1028">2. Capturing information using this <a href="#">Excel spreadsheet template</a>.</li><li data-bbox="468 1035 2056 1085">3. Capturing information using this <a href="#">online form</a>.</li></ol>



# 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



Date	Description
August 1 – September 15, 2023	<ul style="list-style-type: none"> <li>All parish CSR materials to the printer.</li> <li>Materials will be shipped as completed and will be printed in the order they are received.</li> </ul>
Month of August	Lay Witness Workshops (Specific dates to be determined and communicated at a later date)
August 30, 2023	<p>Stewardship Office Hours (11 am to noon &amp; 6:30 to 7:30 pm) Topic: Catholic Stewardship Renewal (CSR) workshop on follow up and accountability</p> <p>Audience: Pastor, Stewardship Council and parish staff responsible for stewardship.</p>
September 20, 2023 (no later than)	<ul style="list-style-type: none"> <li>Materials shipped to parish for preparation &amp; distribution</li> <li>If a parish chooses to mail materials, it is at their own expense and they must coordinate the mailing on their own.</li> </ul>
Week of September 25, 2023	Invite volunteers to help prepare packets for distribution.
September 27, 2023	<p>Stewardship Office Hours (11 am to noon &amp; 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?”</p>
October 1-2;8-9;15-16, 2023	CSR Weekends and Lay Witness Talks



# QUESTIONS & ANSWERS



# THANK YOU!



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