

A Test Campaign

Venice, FL

Prayer Leader Guide



MISSION ADVANCEMENT SERVICES

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CONTACT INFORMATION

Brendon McDonnell

CELL

(239) 595-1706

E-MAIL

brendon@nwpro.org

O'MEARA, FERGUSON, WHELAN, and CONWAY, INC.
MISSION ADVANCEMENT SERVICES
44095 Pipeline Plaza, Suite 300
Ashburn, VA 20147

PHONE:

877-889-2526

703-889-1100

FAX: 703-889-1090

CONTACTS AT THE ARCHDIOCESE

First Contact for A Test Campaign

Johnny Appleseed

1400 Main st, Naples, FL 34117

(239) 555-0000

j_a@email.com

Second Contact

Second Name

Second Address, City Name, AL 11111

(555) 555-5555

email@example.com

CONTACT FOR PRINT MATERIALS

Mr. Print Contact

(239) 555-9999

print_contact@email.com



Your parish's Capital Stewardship Campaign is about people and ministry—people who belong to your parish and are a community of faith as well as the ministry that touches and transforms lives. Every week, many different ministries, led by your pastor, religious and lay leaders make a difference to people in the parish and throughout the diocese, from children through senior citizens. You are a light in your community for the gospel of Jesus Christ.

Ultimately, a capital stewardship campaign allows a parish and arch/diocese to provide the capital that enables ministry to continue and grow. It may be a new Church, a Parish Life Center, the replacement of a roof, new technology for the school, endowing a ministry position, seminary education, tuition assistance or any number of ministry needs. The arch/diocese has identified critical ministry needs, and each parish is asked to do the same. These needs are then outlined in a "Case Statement" that communicates the purpose for the campaign and the impact that the funds raised will have on your community.

Your capital stewardship campaign will be...

***Ministry-driven:**

- What is God asking your parish to be and do?
- How will the physical needs that are being addressed provide critical tools for shaping ministries and changing the lives of people?
- How will the campaign inspire people to involve themselves not only in the campaign but also in the overall life of the parish?

***Stewardship focused:**

- Based on Scripture and the teachings of the church
- Deepen personal faith so that one's daily life is lived with gratitude for all God's gifts

***Involvement oriented:**

- Led by your pastor and lay leaders
- Engaging numerous people to do "just one job" so that no one person becomes overburdened
- Sharing the work of the campaign so that high ownership is created in the parish

***Prayer-centered:**

- Inviting every parish family to pray for other parish families in a series of prayer events led by the parish campaign prayer team
- Inviting each family, through prayer, to discern its place in making a sacrificial gift to the identified needs of the parish
- Seeing giving as an *opportunity* rather than an *obligation*



To succeed in reaching the goal of providing resources for ministry ...

- The pastor and leaders will give direction to the campaign. In larger parishes, some of the positions will require more than one leader
- Many helpers are enlisted to serve with leaders so that no one person is Overburdened and the parish is not hurt as people still continue in regular ministry responsibilities
- Proven strategies are used that blend with the uniqueness of the parish to develop a campaign that is appropriate for the parish at this time
- Resources and training are given over the life of the campaign so that there is a clear roadmap to success
- Homilies, lay stewardship talks, printed and visual materials are developed so that each family is challenged in their spiritual life and engaged in parish life so that a broad and generous response is given to the needs of the parish
- An invitation to give, versus an obligation that is imposed upon parishioners, is promoted by asking each parishioner to pray “Lord, what do You want me to do through me to accomplish Your will for my parish and arch/diocese?”

As a leader in a program that has a bearing on the future ministry in your parish, your personal commitment to be a leader in action and not just in title will be a deciding factor in the ultimate success of this campaign.

Make a commitment to quality leadership.

- Study your Leader’s Guide.
- Complete all of your assignments.
- Set an example for others.
- Attend all possible meetings and be on time.
- Encourage others on the Leadership Team.
- Seek ways to enhance your responsibility by asking, “What can I do to make this better?”

Make a commitment to spiritual leadership.

- Pray for your parish & its leadership
- Pray for the Leadership Team.
- Pray for all who are enlisted.
- Pray for God’s guidance as you accomplish your task.
- Pray that God will show you how to make your financial commitment a meaningful expression of your stewardship.



BEGINNING THE PROCESS OF DISCOVERY

You are beginning a journey that will challenge you to grow in many wonderful ways. If this journey is faithfully and properly conducted, it will enable you to make a number of spiritual and practical decisions. The following self-discovery guide and worksheet is designed to help you work toward that destination.

How can being a disciple of Jesus make an impact on stewardship and giving in this campaign? According to the U.S. Bishops' pastoral letter on Stewardship, *Stewardship a Disciple's Response*, living as good stewards of God's gifts flows from the fact that we are disciples of Jesus. The beginning of the letter states, "A disciple is a learner and companion of Jesus. As one open to the movement of the Holy Spirit towards a gracious generosity of heart, the authentic disciple regards all he or she is and possesses as gifts and blessings from God . . ."

1. **How can you go to God in prayer to discern His will for your personal life and parish?** For some scriptural suggestions, please read Luke 11:9-10, John 17, and Matthew 6:5-13.
2. **How can you apply Mary's response to God's call to stewardship in your own life?** Scripture is full of references to those who were good stewards. These role models can help us develop our own way of living out our call as disciples. According to the pastoral, "After Jesus, it is the Blessed Virgin Mary who by her example most perfectly teaches the meaning of discipleship and stewardship in their fullest sense. All of their essential elements are found in her life: she was called and gifted by God; she responded generously, creatively and prudently; she understood her divinely assigned role as 'handmaiden' in terms of service and fidelity." (see Luke 1:26-56)

Our Catholic Faith teaches us that we are part of something greater than ourselves. The community of faith offers us the support and nourishment of the Sacraments for our life's journey. We are also aware that we are part of that great Christian Family, the Communion of Saints, all the wonderful people who have gone before us in the faith, and who will come after us.

Every age in Christian history teaches us great lessons of faith and trust and sacrifice. When God's messenger told Joseph not to be afraid to take Mary into his home as his wife, he put aside his fear of the future and made a generous commitment of his very life to Jesus and Mary – because of his faith.

Mother Theresa left a life of teaching in a private academy to care for the poorest of the poor as they lay dying. She sacrificed in order to witness to the love and presence of Jesus.

The pioneer Catholics of our arch/diocese and parish are heroes for us because of their sacrifices. What are we being called upon to do in our time?



FIRST . . . How might I give back to God by serving others?

1 Peter 4:10 ...As each one has received a gift, use it to serve one another as good stewards of God's varied grace. (Also see 2 Corinthians 9:8)

SECOND . . . What are some reasons that should motivate you to give toward this project?

Sirach 35:10 – Give to the Most High as He has given to you, for the Lord is one who always repay and He will give back to you sevenfold.”(See also: 1 Kings 5:19; Mark 8:2-3; Luke 12:48; Romans 13:7-8; 2 Corinthians 8:11-12)

THIRD . . .What attitudes does God like to see demonstrated in your giving?

2 Corinthians 9:7 – Each must do as already determined, without sadness or compulsion, for God loves a cheerful giver.

(See also: Exodus 25:1-2, 35:4-5, 20-24, 29; 1 Chronicles 29:17; 1 Corinthians 13:3)

FOURTH . . . What does it mean to share sacrificially?

Mark 12:43b-44 – Amen, I say to you, this poor widow put in more into than all the other contributors to the treasury. For they have all contributed from their surplus wealth, but she, from her poverty, has contributed all she had, her whole livelihood.

(See also: 2 Samuel 24:24; 1 Chronicles 21:24)

FIFTH . . .What does a “sacrificial” commitment require of the giver and what would you be willing to do in order to contribute sacrificially?

2 Corinthians 8:3-5 – For according to their means, I can testify, and beyond their means, spontaneously, they begged us insistently for the favor of taking part in the service to the holy ones, and this, not as we expected, but they gave themselves first to the Lord and to us through the will of God. (See also: 1 Chronicles 29:1-3; Acts 2:44-45, 4:32-37)

FINALLY . . . before determining your commitment, consider praying: “Lord, what do You want to do, through me, to accomplish Your will for our parish and the arch/diocese ?”



DISCOVERING WAYS TO GIVE

As you consider your commitment, consider these things:

- SACRIFICE . . .** What does “SACRIFICE” mean to me?
Your commitment should be built on the theme **“Not Equal Gifts, but Equal Sacrifice.”** Your three-year commitment should be a demonstration of your personal definition of sacrifice.
- PROCESS . . .** What am I willing to do or do without?
Seek to translate “SACRIFICE” into a plan of action.
- AMOUNT . . .** What kind of commitment will my sacrificial efforts generate during the next three years?

Remember, you will be setting a standard of sacrifice for others to follow. At certain times in our lives we are made more aware of our ministry of good example. What lessons of faith and sacrifice will your offering teach your children, grandchildren and your circle of extended family and friends.

Take a personal inventory — Consider investing from **as many areas** as possible.

- PRAYER...** What time and energy can I commit to strengthening my prayer life?
- SERVICE ...** How will I use my Gifts and Talents in the next 3 years?
- INCOME . . .** How will I share my Income?
- ASSETS . . .** What item(s) of value do I own that I can give to my parish (real estate, stocks, bonds, personal possessions, etc.)?
- INCOME PRODUCING:** What income could I dedicate from rental properties, stocks, bonds, certificates of deposit, interest bearing accounts, etc.?
- SACRIFICE . . .** What can I give up, do without, postpone, or alter in order to give to my Parish?



POSSIBILITY PLANNING WORKSHEET

How much time to Prayer do I give?

Weekly	Monthly
--------	---------

How much time to Service do I give?

Weekly	Monthly
--------	---------

From the monthly budget I could give ...

Weekly	Monthly
Bi-Monthly	Other
Total	

Asset Possibilities

✓	ASSET	VALUE
	Real Estate	
	Stocks	
	Bonds	
	Other Assets	
	Total	

Income Producing Assets

✓	ASSET	INCOME
	Rental Properties	
	Stocks	
	Bonds	
	CDs	
	Interest Bearing Accounts	
	Total	

Sacrifice
I could do without
Postpone
Alter

Total	
POSSIBLE 3-YEAR TOTAL	



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INITIAL GIFT PROFILE CHART

\$1,500,000

“NOT EQUAL GIFTS, BUT EQUAL SACRIFICE”

No. Gifts at Level	Gift Level	Total at Level	Cumulative Total
1	\$100,000	\$100,000.00	\$100,000.00
2	\$50,000	\$100,000.00	\$200,000.00
2	\$25,000	\$50,000.00	\$250,000.00
3	\$20,000	\$60,000.00	\$310,000.00
4	\$10,000	\$40,000.00	\$350,000.00
5	\$5,000	\$25,000.00	\$375,000.00
17 Commitments = \$375,000.00 or 25% of Goal			
No. Gifts at Level	Gift Level	Total at Level	Cumulative Total
8	\$15,000	\$120,000.00	\$495,000.00
12	\$12,000	\$144,000.00	\$639,000.00
16	\$10,000	\$160,000.00	\$799,000.00
20	\$7,500	\$150,000.00	\$949,000.00
26	\$5,000	\$130,000.00	\$1,079,000.00
30	\$3,500	\$105,000.00	\$1,184,000.00
35	\$3,250	\$113,750.00	\$1,297,750.00
147 Commitments = \$922,750.00 or 62% of Goal			
164 Commitments = \$1,297,750.00 or 87% of Goal			
No. Gifts at Level	Gift Level	Total at Level	Cumulative Total
10	\$3,000	\$30,000.00	\$1,327,750.00
12	\$2,500	\$30,000.00	\$1,357,750.00
15	\$2,000	\$30,000.00	\$1,387,750.00
18	\$1,500	\$27,000.00	\$1,414,750.00
20	\$1,250	\$25,000.00	\$1,439,750.00
24	\$1,000	\$24,000.00	\$1,463,750.00
Many	\$500 or less	\$36,250.00	\$1,500,000.00

99 Commitments = \$202,250.00 or 13% of Goal

263 Commitments = \$1,500,000.00 or 100% of Goal

**SEPTEMBER****2013**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <i>Labor Day</i>	3 3 pm Campaign Admin. & Involvement Ldr 5:30 pm Pastor & Campaign Chrs. 6 pm Print/Visual Mtg. 7 pm Train Leadership Team 8 pm Advance Commitment/ Pacesetter Gifts #1	4	5	6	7 Introduce Leadership Team Distribute Special Edition Newsletter at Masses
8 Introduce Leadership Team Distribute Special Edition Newsletter at Masses	9	10	11	12	13	14
15	16	17 5:30 pm Print/Visual Comm. Mtg. #2 6:15 pm Contact Team Assts. 7 pm Leadership Team Report Mtg. #1 8 pm Pace Setter Gifts Mtg.#2/ Adv Commit. Mtg#2	18	19 Fact Sheet due to printer	20	21
22 Awareness Gathering	23	24	25	26 Brochure due to printer	27	28
29	30					



OCTOBER

2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Fact Sheet mailed by printer	5
6	7	8 5:30 pm Pastor & Campaign Chrs 6 pm Train Info. Team 6:30 pm Train Contact Team 7:30 pm Leadership Team Report Mtg. #2 8:30 pm AC Mtg. #3/ Pacesetters	9	10	11 Brochure delivered to parish by printer Parish-wide Event Invitation due to printer	12
13	14 <i>Columbus Day</i> Newsletter due to printer	15 Parish mails Advance Commitment Invitations	16	17	18	19 Distribute Information Packets
Information and Prayer Calls -- October 14 – 19						
20 Distribute Information Packets	21	22 5 pm Follow-up Mtg 6 pm Pacesetter Gifts Report Mtg 7 pm LT Report Mtg. #3 8 pm Advance Commitment Host Orientation	23 Parish mails remaining Info Packets	24	25 Parish-wide Event Invitation mailed by printer	26 Weekend I Announce Goals Pastor’s Stewardship Talk Poster Festival Attend Meeting to Answer Questions
Advance Commitment Gathering Calls -- October 22 - 31						
27 Weekend I Announce Goals Pastor's Stewardship Talk Poster Festival Attend Meeting to Answer Questions	28 Newsletter mailed by printer	29	30	31		
Advance Commitment Gathering Calls -- October 22 - 31						



NOVEMBER

2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
•	•	•	•	•	•	•
					1	2 Weekend II Homily Stewardship Talk Youth Involvement Weekend
3 Weekend II Homily Stewardship Talk Youth Involvement Weekend	4	5 7 pm Advance Commitment Gathering	6	7	8	9 Weekend III Homily Stewardship Talk
Parish Event Invitation Calls – November 4 - 9						
10 Weekend III Homily Stewardship Talk	11	12	13	14	15	16 Commitment Weekend Homily Stewardship Talk Parish-wide Event
17 Commitment Weekend Homily Stewardship Talk Parish-wide Event	18	19	20 Parish mails remaining commitment cards	21	22	23 Commitment Weekend II Homily Stewardship Talk
24 Commitment Weekend II Homily Stewardship Talk	25	26	27	28 <i>Thanksgiving Day</i>	29	30 Continue to receive Commitments at Mass

**DECEMBER****2013**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Continue to receive Commitments at Mass	2	3	4	5	6	7 Continue to receive Commitments at Mass
8 Continue to receive Commitments at Mass	9	10	11	12	13	14 Continue to receive Commitments at Mass
15 Continue to receive Commitments at Mass	16	17	18	19	20	21 Continue to receive Commitments at Mass
22 Continue to receive Commitments at Mass	23	24	25 <i>Christmas</i>	26	28	28 Continue to receive Commitments at Mass
29 Continue to receive Commitments at Mass	30	31				
Celebration Calls – Dec 29 – Jan 4						

**JANUARY****2014**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
•	•	•	•	•	•	•
			1 <i>New Year's Day</i>	2	3	4 <i>Epiphany</i> Celebration Weekend
Celebration Weekend Reminder Calls – Dec 29 – Jan 4						
5 <i>Epiphany</i> Celebration Weekend	6	7	8 Parish mails Thank-you notes to those making commitments	9	10	11
12	13	14	15	16	17	18
19	20 <i>Martin Luther King Day</i>	21	22	23	24	25
26	27	28	29	30	31	



LEADERSHIP TEAM AND LEADERS

The Leadership Team is the core group of leaders in the campaign. A leader or co-leader(s) represents each function during the campaign.

ADVANCE COMMITMENT LEADER(S)

The Advance Commitment Leader is asked to plan and direct a series of Gatherings that can be held at the parish, in the homes of parishioners, or some other location. The purpose of these Gatherings is to ask leaders in the parish to consider making their commitments prior to Commitment Weekend to set the pace for success.

CAMPAIGN ADMINISTRATOR(S)

The Campaign Administrator will work closely with the pastor, your consultant, and the Campaign Chair. Responsibilities include:

- Scheduling arrangements for meetings
- Assigning phone calls and/or visits
- Coordinating all campaign mailings (as applicable)
- Tabulating all reservations and acknowledgments to appropriate leaders.
- Collating materials for all campaign training meetings and activities

CAMPAIGN CHAIR(S)

The Campaign Chair serves in a general leadership capacity for the campaign. The chair will:

- Help moderate Leadership Team meetings
- Be available to support team leaders
- Serve as liaison between team leaders and consultant
- Make public announcements related to the campaign
- Represent the Leadership Team in other communications
- Represent the campaign to all parish teams and ministries
- Set an example for leadership

CHILDREN'S ACTIVITY LEADER(S)

The Children's Activity Leader is responsible for the planning and implementation of activities and learning opportunities during the course of the campaign. The leader will:

- Oversee all plans and arrangements for the Children's Activity during the Parish-Wide Event
- Develop and implement a Poster Festival or some other type of activity for children
- Prepare children's teachers to teach stewardship lessons on giving



CONTACT LEADER(S)

The Contact Team will be responsible for making phone calls to every parish household at three key times to support the activities of the campaign. This is the largest campaign team—allowing for many people to each do a small task to get a big job done. The purpose of the calls will be to:

- Call 1—Provide instruction to each household regarding the information activity of the campaign.
- Call 2—Encourage attendance at the Special Event and receive reservations, if needed.
- Call 3—Remind each household to return its Commitment Card prior to Celebration Weekend.

None of these calls will involve asking for money or pledges.

EVENT LEADER(S)

The Parish-Wide Event Leader is responsible for all plans and arrangements related to the Parish-Wide Event scheduled in conjunction with Commitment Weekend (with the exceptions of the program). The Leader is asked to participate in the decision related to type of event; to make arrangements for the facility, food, decorations; and to oversee the event.

FOLLOW-UP LEADER(S)

The Follow-Up Leader is responsible for the maintenance of the campaign through the three-year giving period. The leader is asked to:

- Create a three-year calendar for follow-up
- Keep the campaign visible and fresh through regular communications to the parishioners
- Develop and implement activities to introduce new parishioners to the campaign
- Work to keep the stewardship emphasis before the parishioners

INFORMATION LEADER(S)

The Information Team is responsible for selecting and developing a plan to disseminate information to every household. One of several activities (or combination of activities) may be used, such as:

- Distribution of information packets after Mass (may include a video)
- Other information dissemination strategies chosen by leaders



INVOLVEMENT LEADER(S)

Involvement of people through enlistment is key to the success of a campaign. The Involvement Leader works with all teams to coordinate Involvement. Primary duties include:

- Monitor involvement for each leader and team
- Provide teams up-to-date lists of people available for involvement
- Alert leaders when involvement falters
- Provide help to those having difficulty in Involvement

PACESETTER GIFTS LEADER(S)

The objective of the Pacesetter Gifts Leader is to identify those who may have the ability to make commitments at the highest levels needed for the success of the campaign. In addition, these leaders will implement strategies for individual visits to ask these individuals to prayerfully consider making that commitment.

PRAYER LEADER(S)

The Prayer Leader will develop a prayer support team that will pray on a regular basis for campaign activities, Leadership Team members, and major campaign events. In addition, a parish-wide prayer emphasis may be planned to take place during the Inspiration Phase of the campaign.

PRINT COMMUNICATIONS LEADER(S)

The Print Communications Leader is responsible for the development of all printed material used in the campaign. The Print Communications Team will manage the production of all material and any printing arrangements that are needed.

VISUAL COMMUNICATIONS LEADER(S)

The Visual Communications Leader is responsible for the development and duplication of a short visual presentation that is to be used in the Information Activity. This is an optional activity.

YOUTH LEADER(S)

The Youth Leader(s) is responsible for planning and organizing all activities that involve the youth, 7th-12th grade, of the parish. These activities may include:

- Youth Prayer Activity
- Youth Involvement Activity
- Youth Commitment Event
- Youth Involvement in Parish-Wide Event

The Youth Activity Leader(s) will enlist a team to help with these activities.



INVOLVEMENT TABLES

Enlistment takes place in either two or three stages. These stages are outlined below.

1. The pastor enlists leaders for the Leadership Team
2. Each leader enlists a certain number of assistants
3. In some cases, each assistant enlists a certain number of members

Only the Contact Team will enlist both assistants and members. All the other groups will only enlist assistants.

The following five teams should enlist the number of assistants and members according to the tables below. All other team leaders will enlist assistants according to their own team tasks and needs. Please seek the advice of your consultant if you have questions regarding the size of your team.

Contact Team - 3 Levels of Enlistment	
Number of Leaders	3
Each Leader Enlists	4 Assistants
Total Team Assistants	12
Each Assistant Enlists	4 Members
Total Members	48
Total Team	51
Information Team - 2 Levels of Enlistment	
Number of Leaders	4
Each Leader Enlists	3 Assistants
Total Team Assistants	12
Total Team	16



Parish-Wide Event Team - 2 Levels of Enlistment	
Number of Leaders	5
Each Leader Enlists	6 Assistants
Total Team Assistants	30
Total Team	35
Children's Activities Team - 2 Levels of Enlistment	
Number of Leaders	2
Each Leader Enlists	9 Assistants
Total Team Assistants	18
Total Team	20
Advance Commitment Team - 2 Levels of Enlistment	
Number of Leaders	2
Each Leader Enlists	6 Assistants
Total Team Assistants	12
Total Team	14



PRAYER LEADER

The Prayer Leader is responsible for enlisting a team that will develop prayer activities for the campaign. During the campaign all parishioners will be invited to enter into a season of prayer “seeking God’s will as it relates to their campaign commitment. The prayer they are invited to pray is: “Lord, what do You want to do, through me, to fulfill Your will for my parish and our archdiocese?”

Responsibilities:

- Attend Leadership Team Training, Leadership Team Report meetings and Prayer Team Training
- Attend Advance Commitment Gathering
- Serve as a prayer support group for the Leadership Team
- Develop Campaign Prayer Calendar
- Create activities and resources to involve the entire parish community in prayer
- Include the campaign prayer and intercessions at the weekend Masses
- Meet and coordinate with Pastor, Liturgy Director, Liturgy Committee, and Choirs to make sure stewardship prayers and themes are reflected in announcements, prayers, readings, intercessions and music
- Publicly support the campaign for the parish and archdiocese
- Prayerfully consider a sacrificial, financial commitment to the campaign

****MEETINGS YOU SHOULD ATTEND****

October 29, 2013	7:00 PM	Leadership Team Training
December 02, 2013	7:00 PM	Leadership Team Report Meeting #1
December 09, 2013	7:00 PM	Leadership Team Report Meeting #2
December 16, 2013	7:00 PM	Leadership Team Report Meeting #3
December 20, 2013	7:00 PM	Advance Commitment Gathering
December 28 - 29, 2013		Commitment Weekend & Parish-Wide Event



- Timetable For Completing Your Tasks -

October 29, 2013

Leadership Team Training and Individual Team Meetings

- Attend Prayer Team Training -
- Attend Leadership Team Training - **7:00 PM**
- Review your workbook and place the dates and times of the meetings you will attend on your personal calendar

Between Leadership Team Training and Leadership Team Report Meeting #1 on December 02, 2013

- Organize prayer team and hold first meeting to incorporate campaign prayer into regularly scheduled meetings (Appendix A)
- Develop various prayer activities throughout campaign with a specific focus on a parish-wide emphasis during the Inspiration Phase (Appendix B)
- Create Daily Prayer Calendar (Appendix C)
- Utilize Daily Prayer Guide (Appendix D)
- Develop and use Stewardship Intercessions as soon as possible (Appendix E)
- One of the other teams for the campaign is the Contact Team. As part of their responsibilities, they will be contacting every household in the parish and inviting prayer intentions. After their first call, the Contact Team will send you prayer intentions they have received. You will want to prepare for this assignment:
 - Study the campaign calendar and note when the Contact Team will make their first call
 - Recruit a team of dedicated parishioners who will pray daily as these requests are received
 - Prepare this team to receive these intentions. Note the periods when prayer intentions are expected to arrive. Set up a “prayer chain” or some other method to maintain communication with your team
- Prepare to present prayer plan to Leadership Team
- Support your parish and the campaign in your own prayers (Appendix D)



December 02, 2013

Leadership Team Report #1 and Individual Team Meetings

- Attend Leadership Team Report #1 - 7:00 PM
 - Report on progress and plans

Between Leadership Team Report #1 and Leadership Team Report #2 on December 09, 2013

- Implement Stewardship Prayer as soon as possible
- Begin using Stewardship Intercessions as soon as possible
- Prepare to implement parish-wide prayer emphasis for Inspiration Phase
- Continue to support your parish and the campaign in your own prayers

December 09, 2013

Leadership Team Report #2 and Individual Team Meetings

- Attend Leadership Team Report #2 - 7:00 PM
 - Report on progress and plans

Between Leadership Team Report #2 and Leadership Team Report #3 on December 16, 2013

- Implement Prayer Calendar
- Continue to support your parish and the campaign in your own prayers
- Contact Team members will soon complete their first round of calls for Information Distribution Weekend. Be prepared to receive prayer intentions and add them to your daily prayers and the prayers of who have agreed to pray for the parish through this campaign.



December 16, 2013

Leadership Team Report #3 and Individual Team Meetings

- Attend Leadership Team Report Meeting #3 - 7:00 PM
 - Report on progress and plans

Following Leadership Team Report #3

- Continue to encourage every member of the parish to pray the campaign prayer-encouraging them to seek God's will for their life as it relates to God's will for the parish
- Implement Prayer Activity
- Continue to support your parish and the campaign in your own prayers

December 20 - 7:00 PM

Advance Commitment Gathering

- Attend an Advance Commitment Gathering

December 28 - 29, 2013

Commitment Weekend

- Plan to attend Mass this weekend. Do not neglect the privilege of worshiping this week! If you have not done so, prayerfully complete your commitment card
- Continue to support your parish and the campaign in your own prayers

January 04 - 05, 2014

Attend a Celebration Weekend Mass

"Thank you for making a difference in the life of your parish and in the success of this campaign."



ORGANIZE YOUR PRAYER TEAM

PRAYER TEAM ORGANIZATIONAL MEETING

(This meeting can be scheduled anytime before Leadership Team Report Meeting #1.)

You have enlisted a Prayer Team. Now you must instruct them as to the specific responsibilities that will facilitate your prayer plan.

The work of the Prayer Team falls into three basic areas:

1. Praying daily for the campaign and campaign leadership
2. Assisting with the campaign prayer and intercessions and weekend Masses
3. Facilitating the selected prayer feature

Preparation:

Prepare copies of the following for each member of your Prayer Team.

- ☐ Copy of the prayer/program calendar
- ☐ Leadership Team list
- ☐ List of Leadership Team members responsible for meetings or program features
- ☐ Copy of the general program timeline

Suggested Agenda:

Prayer

Introduction

- ☐ Hand out prayer calendars and timelines.
- ☐ Describe the various program features.
- ☐ Explain that the job of the Prayer Team is to pray for the campaign and campaign leadership on a daily basis.
- ☐ Describe the way the calendar is laid out.
 - Highlight program features
 - The name of a Leadership Team member for each day
- ☐ Hand out the list of Leadership Team members responsible for meetings or program features (describe list).

Assign Leadership Team

- ☐ Give each person (include yourself) an equal number of Leaders to pray for.
- ☐ Ask each member to pray for his or her assignments each day.
- ☐ Ask team members to make occasional contact with their assigned Leadership Team members to assure them of the individual and team prayer support and to ask if the person has specific requests.



Review Organization Descriptions

- ☐ Give each team member a copy of the description of each Leader's responsibility (from the Leadership Team section of the *Campaign Manual*).
- ☐ Review each position so that all members understand the responsibilities.

Prayer Feature

- ☐ Give each member a copy of the instructions and support material for the selected prayer feature.
- ☐ Discuss the process for implementation and make assignments if you are dividing responsibilities. (You may choose to simply do this yourself.)

Daily Prayer Guide

- ☐ Hand out and review daily prayer guide.

Set Meeting Schedule

- ☐ Determine what additional meetings will be necessary to implement your plans and maintain continuity.

Close With Prayer



Prayer Team Features:

Prayer Calendar. Develop a calendar of prayer including each person on the staff and Leadership Team. Enlist people to pray.

Day of Prayer for One Another. Each household in church receives the name of another household and is asked to pray for them on a specific day. Cards can be distributed by mail or at Mass.

Days of Prayer and Fasting. Each member is encouraged to give up lunch on one day of the week and pray in place of eating. A simple prayer guide can be inserted in Sunday bulletin each week and distributed at Mass. If a Wednesday or Thursday is chosen, the community can gather for sharing and support that evening.

Devotional Guide. A booklet is given to each household to encourage daily prayer. Children's drawings and thoughts from youth can be included. The length will vary according to the number of devotionals received.

Prayer Vigil. Ask members to come to church and pray for one hour during the prescribed time. Vigils may last 6, 12 or 24 hours.

Prayer Marathon. Ask members to pray for a thirty minute period at home during a prescribed period covering the 12 or 24 hours set aside for the marathon.

Prayer Labyrinth or Prayer Walk. Each member is encouraged to come to the church for a walk of prayer with prescribed stations and directed prayers.

Prayer Reminders. Provide a Bible bookmark, refrigerator magnet, sticker like a gold star on cell phone or watch face encouraging prayer. Ask the youth to make prayer bracelets from embroidery thread for everyone.

Campaign Prayer. Write a prayer for your campaign to be used at Mass or on a Bible bookmark.

Choose an option or two. Clear these with Father. If you cannot decide today, set a time for your next meeting.



INSPIRATION PHASE LITURGY PLANNER

(_dates_) INFORMATION WEEKEND(s)

- Distribution of Information Packets
- Bishop's Campaign DVD (Optional)
- Campaign Chairs share
- Parish DVD (Optional)

(_dates_) WEEKEND 1: Theme: Introduction to Stewardship – *Call to Prayer*

- Homily on Theology of Stewardship
- Parish Video
- Music: Stewardship focused
 - Mass Setting: _____
 - Opening Hymn: _____
 - Psalm: _____
 - Offertory: _____
 - Communion Hymn: _____
 - Closing Hymn: _____
- Witness Talk: _____
- Children's Activity: * _____
- Youth Activity: ** _____

(_dates_) WEEKEND 2: Theme: Stewardship of Prayer- *What does God desire for us?*

- Homily on Stewardship of Prayer
- Music: Stewardship & Prayer focused
 - Mass Setting: _____
 - Opening Hymn: _____
 - Psalm: _____
 - Offertory: _____
 - Communion Hymn: _____
 - Closing Hymn: _____
- Witness Talk: _____
- Children's Activity: * _____
- Youth Activity: ** _____



(_dates_) **WEEKEND 3: Stewardship of Sharing - *What sacrifice can I return to the Lord?***

- Homily with Sharing emphasis
- Music: Stewardship & Sharing focused
 - Mass Setting: _____
 - Opening Hymn: _____
 - Psalm: _____
 - Offertory: _____
 - Communion Hymn: _____
 - Closing Hymn: _____
- Witness Talk: _____
- Children's Activity: * _____
- Youth Activity: ** _____

(_dates_) **WEEKEND 4: SPECIAL EVENT/COMMITMENT WEEKEND**
Stewardship Commitment – *What is God asking me to do?*

- Homily with Commitment emphasis
- Music: Stewardship & Commitment focused
 - Mass Setting: _____
 - Opening Hymn: _____
 - Psalm: _____
 - Offertory: _____
 - Communion Hymn: _____
 - Closing Hymn: _____
- Witness Talk: _____
- Children's Activity: * _____
- Youth Activity: ** _____

(_dates_) **CELEBRATION WEEKEND**

- Homily with Celebration emphasis
- Music: Reflective on accomplishments focused
- Witness Talk: _____
- Children's Activity: * _____
- Youth Activity: ** _____

* _____ add your plan here; send to Stewardship Coordinator

** _____ add your plan here; send to Stewardship Coordinator



IDEAS

Ask and you shall receive, seek and you shall find, knock and it shall be opened for you
Matt 7:7 (NAB)

An organized prayer plan has great impact upon your capital stewardship campaign. God's plans for your parish and your parishioners will become clear when the parish and individuals pray, *"Lord, what do You want to do through me, to accomplish Your will for my parish and (arch)diocese?"*

- ☐ **Enlist a Prayer Team.** Select individuals who have demonstrated a profound and prevailing interest in prayer and liturgy. Select a group that widely represents the community. You are encouraged to enlist as many people as possible to pray for this campaign effort and for the generous response of God's people.
- ☐ **Develop a prayer calendar.** Study the campaign calendar to concentrate on the various activities and emphases. Highlight the Leadership Team members that will have particular responsibilities with each respective activity. Possibly, Leadership Team members could be assigned a day of the week in order to have special prayer.
- ☐ **Coordinate with parish liturgy director/team and choirs.** There are many stewardship themes that can be drawn from the prayers, readings and music of the liturgy. The prayer/liturgy team should meet with the pastor or liturgy director or liturgy team or choirs to make sure that the prayers, readings, intercessions, and music in the liturgy are unified and related.
- ☐ **Campaign prayer and intercessions at the liturgy.** A capital stewardship campaign prayer should be created and used at Mass as early as possible. It may be used at the beginning of mass, after the intercessions or after communion. Intercessions encouraging open hearts, the seeking of God's will, an embrace of the campaign goals, and a generous response on the part of all would be suitable for the liturgy.
- ☐ **Pray for Focus on Prayer intentions.** The Contact Team, in their first phone call, is taking prayer intentions from fellow parishioners. All these prayer intentions should be gathered by the Prayer Team. These requests should be prayed for by the group, generally at Mass, and at the various prayer events sponsored by the Prayer Team.
- ☐ **Plan a unique prayer event.** Within the two-week period prior to the Commitment/Special Event Weekend, schedule an event that could include as many parishioners as possible: a period of prayer for one-another; day(s) of prayer, adoration and fasting; a novena; or 6, 12, 24 hour vigil.



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- **Encourage intense prayer in Inspiration Phase.** In the Inspiration Phase, parishioners are asked to seek God's guidance for their participation in the campaign vision. Encourage Sunday and weekday liturgy attendance, liturgy of the hours, adoration, rosary, novenas, and prayer forms the parishioners are familiar with.

Prayer and Prayer Activity Suggestions:

1. Use the Lord's Prayer at least once a day
2. Pope John Paul II recently added a new set of meditations (on the "Mysteries of Light") to the three traditional meditations for the Rosary (Joyful Mysteries, Sorrowful Mysteries, and Glorious Mysteries). Consider specific times, say 15 minutes prior to mass when you come together and pray the Rosary. Other Marian prayers may be used, including the Angelus, usually prayed at noon but suggested at any time of day, the Memorare and Hail, Holy Queen. Other prayers can be found in any traditional Catholic prayer book. (Make sure the book includes the new Mysteries of Light).
3. Use traditional prayer times, such as morning, noon and evening as well as meal times. Most Catholic prayer books and missalettes contain suggested prayers for these times. You, as a Prayer Team, are encouraged to add to these traditional prayers specific intentions (for the pastor, the parish, the success of the campaign, the sick, for peace, etc.)
4. Prayer and stewardship emphases need to be anchored in the Eucharist. Eucharist comes from the Greek word "to give thanks." The Eucharist is also understood as a "sacrifice" (giving back to God). We encourage the Prayer Team to attend Mass daily as much as possible and to dedicate your participation in the Saturday or Sunday Eucharist to the success of the campaign for the sake of the ministries of the parish and diocese.
5. We encourage the Prayer Team to set an example in prayer to the rest of the parish. Do all you can to encourage prayer on the part of all parishioners individually and as a parish. Everyone can pray regardless of his or her time, talents or treasure. Parishioners exercise stewardship responsibilities as "stewards of the mysteries of God" and sharers of faith (evangelists).
6. Look at days of prayer, tying the Prayer Team to the first call made by the Contact Team, prayer vigils and all other means to encourage prayer.
7. Your consultant will be available to make further suggestions.



GUIDELINES FOR DEVELOPING A PRAYER CALENDAR

The development of a prayer calendar is the first and most important step in a successful prayer effort. The calendar will provide a road map for the entire program.

STEP ONE: Find the block calendar in the Calendar section of your *Task Management Guide*. Take the calendar out of the notebook so that it can be easily referenced. Turn to the Leadership Team section of your *Campaign Manual*. Study each position on the Leadership Team as it relates to the meetings, activities, and features on the calendar. List on the calendar the names of Leaders who will be responsible for meetings and features that appear on the calendar. List them according to the day or timeframe of the meeting or feature.

STEP TWO: Assign the name of a member of the Leadership Team to each day of the calendar. Repeat this until every day between Leadership Team Report Meeting #1 and the Special Event has been assigned a name.

STEP THREE: On the Fridays before Weekend I, II, III, and IV, list the name of your Pastor. He will be asked to deliver important homilies on those weekends.

STEP FOUR: Highlight the major events of the campaign. They could include: Information Activities, calls to parish households, the Poster Festival, reservation calls for Advance Commitment Gatherings, the Special Event, and Celebration Mass.

STEP FIVE: Review the “Prayer Features” option (Appendix H). Select the option that you would like to use and the appropriate date for this feature. Use the instructions for the selected feature as a guide. Place all related dates for preparation, promotion, and mailing on your calendar. It will be up to you to calendar the dates necessary to facilitate the plan you choose.

NOTE: *You may substitute your own idea for a prayer feature.*

STEP SIX: You will be asked to enlist a small team to support the prayer effort. Set a date for the organizational meeting of your Prayer Team (prior to Leadership Team Report Meeting #1). When you talk to individuals about serving on the Prayer Team, you will want to give them the date for this organizational meeting. During the organizational meeting, you will calendar dates for subsequent meetings.



PRAYER TEAM DAILY PRAYER GUIDE

Today is a new day. We are one day closer to the time when every person in our parish will be asked to make a three-year financial commitment. Our desire is that this decision be spiritually motivated. To this end, much will be happening today that will have impact on that objective. Your faithful prayer can make a difference.

Review Your Program/Prayer Calendar

Pray for events or meetings.

Pray for the preparation for upcoming events or meetings.

Pray for leadership listed as being responsible for any meetings listed today.

Pray for Those Enlisting Others

Pray for those doing enlistment:

That they would be faithful to the task

That they would present the request skillfully

Pray for those being asked to help:

That they would take time to listen

That they would say "yes"

Pray for Your Assigned Leaders

That they would be attentive to their task

That they would be successful in their task

That God would bless them and meet their daily needs

Pray for the Leadership Team Member for the Day

(If not already one of your assigned names)

Pray for the Parish

That they would be receptive to the campaign

That they would be willing to pray for God's will

That they would find a way to give with equal sacrifice

Pray, "Lord, what do You want to do- through me - to fulfill Your will for our parish and arch/diocese?"

NOTE: Find ways to encourage those Leadership Team members assigned to you. Call them occasionally. Let them know of your prayers. Ask for specific requests.



SAMPLE INTERCESSIONS FOR MASSES AND PRAYER SERVICES

Unity/Strength - That God may bless the Church of **(Name)**, Arch/Bishop **(Insert Name)** , the priests, deacons and religious, and all the people of Christ, as we work to strengthen our parishes now and for the future,

We pray to the Lord.

Beginning - That God will bless our **(Campaign Name)** Leaders with success as they mobilize this effort in our parish and call forth the participation of us all,

We pray to the Lord.

Strength - That God's call through **(Campaign Name)** Stewardship Campaign and our generous response will help us to grow stronger as a community of faith,

We pray to the Lord.

Future Strength - That the **(Campaign Name)** Stewardship Campaign will strengthen our parish and the Church of **(Name)** today and in the future,

We pray to the Lord.

Strength - That through **(Campaign Name)** Stewardship Campaign our community may experience deeper levels of unity, purpose, and involvement,

We pray to the Lord.

Goals - That the **(Campaign Name)** Stewardship Campaign will achieve its goals of strengthening our parish, providing us with spiritual leaders, increasing our outreach and faith-education effectiveness, and providing for our priests in their retirement,

We pray to the Lord.

Discipleship - That through **(Campaign Name)** Stewardship Campaign we may hear God's call to grow as faith-filled, committed and courageous disciples,

We pray to the Lord.

Build Church - That through **(Campaign Name)** Stewardship Campaign we may hear God's call to build His Church in our corner of the world,



We pray to the Lord.

Our Mission - That through **(Campaign Name)** Stewardship Campaign we may be strengthened as a community of faith teaching the Gospel, worshipping in the Eucharist and sacraments and serving the poor and needy among us,

We pray to the Lord.

Living Stewardship - That through **(Campaign Name)** Stewardship Campaign we may open our eyes to see our gifts, rejoice in those gifts, tend those gifts well, and put our gifts at the service of the Lord,

We pray to the Lord.

Living Stewardship - That through **(Campaign Name)** Stewardship Campaign God will open our eyes to see that we are His disciples called to prayer, service and ministry, and generous sharing,

We pray to the Lord.

Living Stewardship - That through **(Campaign Name)** Stewardship Campaign we experience the joy of being able to live, receive and share,

We pray to the Lord.

Giving Thanks - That through **(Campaign Name)** Stewardship Campaign we may start to take time each day to open our eyes, see a few blessings we have not seen before and give thanks,

We pray to the Lord.

Looking to Past - That through **(Campaign Name)** Stewardship Campaign we may look to the faith of our parents and grandparents who built our parishes and respond in a way that would make them proud,

We pray to the Lord.

Looking to Future - That through **(Campaign Name)** Stewardship Campaign we may build a strong parish community for our children and grandchildren,

We pray to the Lord.



Saying “Yes” - That through **(Campaign Name)** Stewardship Campaign we may say “yes” when we are called to serve,

We pray to the Lord.

Full Participation - That each and every one of our parishioners may be involved in the **(Campaign Name)** Stewardship Campaign and the strengthening of our faith community,

We pray to the Lord.

Prayer - That as we begin our **(Campaign Name)** Stewardship Campaign we may take seriously the call to deepening prayer and to seeking God’s will for our lives,

We pray to the Lord.

Prayer - That through **(Campaign Name)** Stewardship Campaign and our prayer, we may more and more seek after God’s will for our lives and our parish,

We pray to the Lord.

Service - That God may bless our **(Campaign Name)** Stewardship Campaign as they seek to involve more and more parishioners and as they seek to build their teams,

We pray to the Lord.

Service - That through **(Campaign Name)** Stewardship Campaign we may take seriously the call to commit ourselves to service and ministry in our parish family,

We pray to the Lord.

Service - That through **(Campaign Name)** Stewardship Campaign we may say “yes” when we are called to serve,

We pray to the Lord.

Financial Sharing - That through **(Campaign Name)** Stewardship Campaign, we may in serious ways, commit our resources to the Lord and this community that it may be strengthened for today and for tomorrow,

We pray to the Lord.



Financial Sharing - That through *(Campaign Name)* Stewardship Campaign we may open our hearts, respond generously and be ever more committed to the work God has given us to do in our corner of the world,

We pray to the Lord.

Financial Sharing - That through *(Campaign Name)* Stewardship Campaign we experience the joy of being able to live, receive and share,

We pray to the Lord.

Closing - That we may be sincerely grateful to all who served in the *(Campaign Name)* Stewardship Campaign and to all who committed themselves in prayer, service and financial sharing,

We pray to the Lord.

Continued Living in Stewardship - That the spirit of appreciation, rejoicing and generous sharing may continue to grow in this parish family as a result of *(Campaign Name)* and the living of stewardship,

We pray to the Lord.



Prayer Team

The Prayer Team has one of the most important responsibilities in the campaign. You are to pray for the campaign, its leaders, its activities and the parish as a whole. You are also encouraged to enlist as many people as possible to pray for the campaign. After reading your Workbook, find a time to meet as a Prayer Team and plan your prayer and activities.

Here are some suggestions for prayer and prayer activities.

1. Use the Lord's Prayer at least once a day
2. Pope John Paul II recently added a new set of meditations (on the "Mysteries of Light") to the three traditional meditations for the Rosary (Joyful Mysteries, Sorrowful Mysteries, and Glorious Mysteries). Consider specific times, say 15 minutes prior to mass when you come together and pray the Rosary. Other Marian prayers may be used, including the Angelus, usually prayed at noon but suggested at any time of day, the Memorare and Hail, Holy Queen. Other prayers can be found in any traditional Catholic prayer book. (Make sure the book includes the new Mysteries of Light).
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4. Prayer and stewardship emphases need to be anchored in the Eucharist. Eucharist comes from the Greek word "to give thanks." The Eucharist is also understood as a "sacrifice" (giving back to God). We encourage the Prayer Team to attend Mass daily as much as possible and to dedicate your participation in the Saturday or Sunday Eucharist to the success of the campaign for the sake of the ministries of the parish and diocese.
5. We encourage the Prayer Team to set an example in prayer to the rest of the parish. Do all you can to encourage prayer on the part of all parishioners individually and as a parish. Everyone can pray regardless of his or her time, talents or treasure. Parishioners exercise stewardship responsibilities as "stewards of the mysteries of God" and sharers of faith (evangelists).
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