

A Test Campaign

Venice, FL

Children Activity Leader Guide



MISSION ADVANCEMENT SERVICES

Copyright © 2008 by O'Meara, Ferguson, Whelan, and Conway, Inc.
All rights reserved.



INDEX

Tab 1	INTRODUCTION Contact Information for the Archdiocese Consultant Information Your Capital Stewardship Program Leadership Discernment Guide An Initial Gift Profile
Tab 2	CAMPAIGN CALENDAR Timeline Block Calendar for Your Campaign
Tab 3	LEADERSHIP Leadership Team Roster Leadership Team Descriptions
Tab 4	INVOLVEMENT Involvement Table Involvement Form Keys for Successful Enlistment
Tab 5	YOUR RESPONSIBILITIES
Tab 6	APPENDICES



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	



A Test Campaign

Venice, FL

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 Columbus Day 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



CHILDREN'S ACTIVITY LEADER

The Children's Activity Leader has the opportunity to work with the elementary-age children of the parish. With your Pastor, Religious Education Leaders, Parish School personnel (if applicable) and the Campaign Chairs, you will help children understand stewardship and grow in their Catholic faith.

Responsibilities:

- Attend Leadership Team Training, Leadership Team Report meetings and Children's Team Planning Meeting
- Attend Advance Commitment Gatherings
- **Review your archdiocesan requirements for volunteers working with children. Make sure that all volunteers and committee members have met those requirements before enlisting them for your committee.**
- Introduce stewardship activities to children that focus on:
 - Sacrificial giving
 - What the parish means to them
 - Their love for God
- Integrate stewardship lessons for the children through the parish school and/or religious education program
- If appropriate, plan a poster festival for the first weekend of the Inspiration Phase and a special activity for the children on Commitment Weekend
- 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 10, 2013	12:00 AM	Contact Team Training
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 #1
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 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
- Begin enlisting your assistants using the Involvement Form by selecting names from the master list of parishioners
- If more than one Children's Activity Leader has been enlisted, agree on a date and time to meet with your assistants once they are enlisted

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

- Meet with your team to plan the stewardship activities, dates, and locations
 - Use of stewardship materials for education
 - Children's Poster Festival (Appendix B)
 - Appropriateness of a special activity for children at the Parish-Wide Event (Appendix B & C)
- Communicate your plans to the Pastor, School Administration, Religious Education and the Campaign Chairs

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**

- Monitor Involvement and enlist more assistants, if needed
- Meet with your entire team to finalize plans (core team, enlistees, and Campaign Chair)
- Complete the Budget Request Form for approval (Appendix D)
- Prepare a Children's Activity Fact Sheet for the Contact Team and submit to Campaign Administrator (Appendix E)

December 09, 2013

Leadership Team Report #2 and Individual Team Meetings

- At least one leader should attend Contact Team Training - **12:00 AM**
- Attend campaign team meetings, as assigned
- 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**

- Continue to implement plans for the stewardship activities and stewardship lessons
- Plan to attend Leadership Team Report #3 and related meetings - December 16 - 7:00 PM

December 16, 2013

Leadership Team Report #3 and Individual Team Meetings

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



Following Leadership Team Report #3

- Display the posters during the four weekends of the Inspiration Phase
- Implement the stewardship lessons through religious education and/or the parish school
- Implement the Children's Activity, if applicable

December 20 - 7:00 PM

Advance Commitment Gathering

- Plan to attend Advance Commitment Gathering

December 28 - 29, 2013

Commitment Weekend

- Plan to attend Mass this weekend. Do not neglect the privilege of worshipping 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."



CHILDREN'S ACTIVITY PLANNING

*"Train up a child in the way that they should go;
even when they are old, they will not depart from it."*

(Proverbs 22:6)

This Capital Stewardship Campaign, if successfully done, should help God form His children. Your parish wants to use this moment to influence the givers of tomorrow. In doing so, this effort should benefit your parish and arch/diocese for decades to come.

PURPOSE – Several important benefits should result from this aspect of the campaign:

1. It will involve and influence more than just adults.
2. Stewardship education for future givers and a good feeling about giving to God and His church should result.
3. Children will develop a sense of importance, value, belonging and ownership.
4. It should stimulate parents to teach their children about giving to God and His church.
5. Those who enjoy working with children will have an additional and influential way to contribute their interests and skills to that cause.

RESPONSIBILITIES - Three programmed activities and one open area require your planning, staffing, implementation, and oversight are suggested:

1. **A Poster Festival** - The children are asked to make posters illustrating the theme, name, or purpose of your campaign. These are displayed on the first or second Weekend of your campaign's Inspirational Phase and recognitions are presented for each poster.
2. **A Bible Lesson** – During the Inspirational Phase, Bible lessons for the younger elementary and the older elementary children are available to be taught.
3. **A Children's Activity** - On the fourth Inspirational Weekend of the campaign, a Special Event is conducted for all adults and older youth while a separate activity is provided for the children. You will plan and conduct this children's event.
4. **Additional Activities** - Be as creative as possible in developing multiple activities and projects during the program to involve, educate, inspire, and influence the children. (See samples, Appendix C)



**CHILDREN'S ACTIVITY
POSTER FESTIVAL GUIDELINES**



TABLE OF CONTENTS

POSTER FESTIVAL GUIDELINES

Instructions and Project Worksheet	-1-
Project Flow Chart	-3-
Project Worksheet	-4-
Model Letter to Children	-6-
Model Letter to Parents	-7-
Poster Festival Awards	-8-
Award Ribbon Sample	-10-
List of Entries Form	-11-



INSTRUCTIONS AND PROJECT WORKSHEET

Purpose:

1. To help the children consider the spiritual principles of the campaign.
2. To offer a way for parents to teach their children about the biblical plan for giving.
3. To call attention to the importance of including children in the family's plans for commitment and giving.
4. To offer additional reinforcement of the spiritual emphasis through public exposure of posters.

Synopsis:

Materials promoting the Poster Festival and explaining the festival and guidelines will be sent to all children and their parents. Parents will be urged to work with their children to develop poster ideas. Posters will be received and displayed in a prominent area of the church. Judges will assign ribbons in numerous award categories, and every child will receive a winning ribbon. Parish members will be encouraged to view the posters.

Considerations:

1. Ages:

It is recommended that children be grouped in at least two or more divisions: Younger – grades one through three, and Older – grades four through six. Fifth and sixth grade participation could be based on the church's grading procedures, or you could use the public school model. If each of the divisions in the church has large numbers, you may want to separate the grades in the following manner: 1) first and second grades, 2) third and fourth grades, and 3) fifth and sixth grades. You can divide the groups as you see fit. Some parishes include seventh and eighth grade in the Poster Festival and some group them with the Youth. The advantage to multiple age groupings is the possibility for more award divisions



2. Location:

Select an area in your church that already has a lot of traffic on Sundays. One of the side benefits of the Poster Festival is that it will give additional visual reinforcement to the spiritual themes of the program. All those who view the posters will be reminded of the spiritual implications. Select a place that will demand a viewing. Consideration should also be given to the size of the posters and the number of entries expected.

3. Awards:

Every child who enters the Poster Festival can be a WINNER. The key is to create enough categories so that every entry can be awarded a ribbon in one of the categories. These awards should be given in each age division separately.

You may use the model given in your resource material for a construction paper “ribbon,” or you may choose to purchase “ribbons.”

4. Judges:

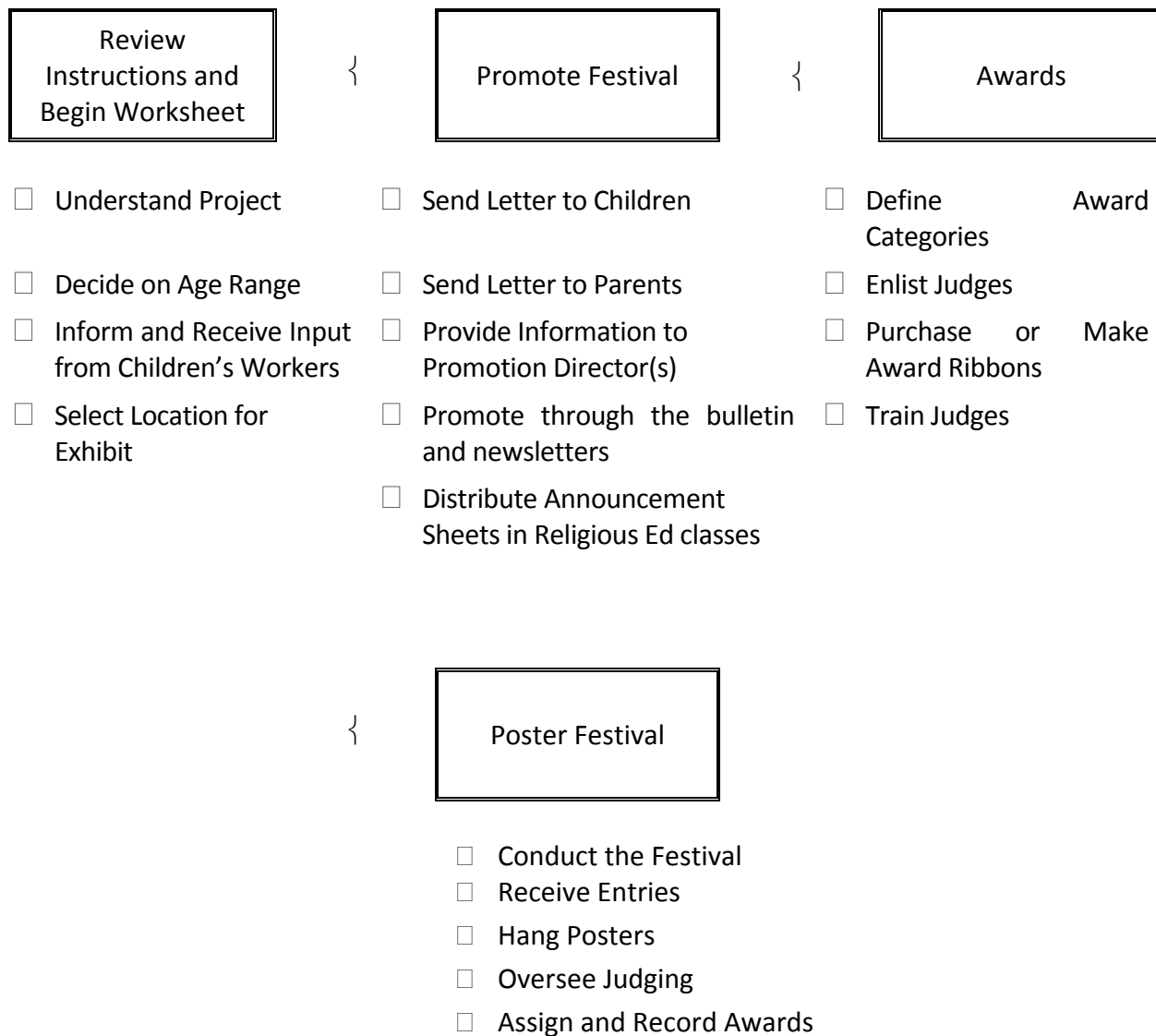
Select three to five judges who could offer expertise in judging the festival entries. Art teachers, graphic artists, advertising professionals, or professional artists are a good place to begin your consideration. Those selected should at least have an appreciation for good art.

5. Promotion:

Letters to parents, announcements in weekly bulletins, parish newsletters, from the pulpit and through the parish school and CCD classes are effective ways to promote the festival



PROJECT FLOW CHART





PROJECT WORKSHEET

Ages or grades to participate: _____ to _____

Location of exhibit: _____

Inform: *(see manual for suggested date)*

- Religious Education ministries staff by _____
- Parish school teachers by _____
- CCD teachers by _____

Judges: *(inform of training meeting and contest date)*

Name	Phone	Date Confirmed

AWARD CATEGORIES					
Category	# of Ribbons	Category	# of Ribbons	Category	# of Ribbons

Ribbons made and labeled on _____
_____ *(Date)*

Enlist Assistants to help on Festival day _____ *(Date)*



FESTIVAL:

- ☐ List of entry forms
- ☐ Conduct the festival on a Saturday afternoon with parents and children in attendance with adults from the Children's Activity Team supervising. Make it a party with pizza and drinks for all in attendance
- ☐ Receive posters
- ☐ Complete form and make copies for judges
- ☐ Display posters – Assistants help
- ☐ Judge posters
- ☐ Assign and affix awards
- ☐ Prepare area for viewing

FOLLOW UP:

- ☐ Give list of names and awards to the Campaign Administrator
- ☐ Posters can be taken down on Celebration Weekend



MODEL LETTER TO CHILDREN

Dear _____:

Would you like to be a part of a very special day at _____ Church? On _____, we are going to have a POSTER FESTIVAL for the kids in our parish.

Your poster will be judged by a special group of judges; awards will be given; and all the posters will be displayed for the entire church to see. Here are the guidelines:

1. Use one-half of a standard-sized poster board.
2. Art can be horizontal or vertical.
3. Poster *must* be done on one of these themes:
 - ☐ It is fun to give.
 - ☐ Lord, what do you want to do through me?
 - ☐ I love my parish.
 - ☐ Sacrifice.
 - ☐ Not Equal Gifts But Equal Sacrifice.
 - ☐ _____ (*Campaign Title*).
4. Your parents can help with ideas, but you must do the art.
5. Put your name on the front.
6. Write the theme you have chosen as a part of the poster.
7. Bring the poster to church by _____.
They will be judged that day or the following weekend, _____
_____.
8. You may pick up your poster on Celebration Weekend _____.

We want **YOUR** poster in this festival, so . . .

- ☐ **PICK A THEME**
- ☐ **GET TO WORK**
- ☐ **JOIN THE FUN ON SUNDAY, _____**



MODEL LETTER TO PARENTS

(NOTE: Enclose copy of children's letter with mailing.)

Dear _____:

You will notice from the enclosed letter that we are inviting all the children of the parish to participate in a special Poster Festival. This can be a wonderful opportunity for you and your children to work and learn together about the joy of giving.

You know, we are all born "takers." It is a part of our inherent nature. We have to learn to be "givers." Because God loves us, He wants us to learn that we are happiest when we give. Our

_____ *(Campaign Title)* campaign and this festival allow us an opportunity to help our children learn this truth.

Here is how you can contribute to a meaningful experience for your own child or children:

1. First, encourage your child or children to participate. The festival will be fun and encouraging. Every child will be a winner. Come with your child(ren) to the parish on the indicated date and make the poster.
2. You can help with ideas *only*. (Each child must do their own art.) Use this time to help the child think about the meaning of the various theme options. Here are some teaching goals:
 - ☐ IT IS FUN TO GIVE . . . Help the child to remember the good and happy feelings they had when someone opened a gift that the child had given. Ask the child to create a surprise gift, wrap it, and give it to you. When you open it, you should be really pleased. Praise the gift and the child. Talk about how the child *feels*.
 - ☐ LORD, WHAT DO YOU WANT TO DO THROUGH ME? . . . We are asking every person in our parish to pray this prayer. Children can learn that God wants each of us to participate in carrying out His will for the church. Each of us can have a special part. We need to ask that God will show us what He wants our part to be.
 - ☐ I LOVE MY PARISH . . . Help the children think of all the things that they like about their parish. God wants us to recognize that we have an opportunity to give to the parish because the parish has given good things to us.



-
- ☐ SACRIFICE . . . The goal is to help children learn that sacrifice means being willing to give up something that is important to us so that something more important can be accomplished. Help your child to recognize why the needs of this campaign are important even to them.
 - ☐ NOT EQUAL GIFTS BUT EQUAL SACRIFICE . . . We do not all have the same to give, but all of us can sacrifice something. This is particularly important for children to know. They cannot give large gifts like their parents. However, they can sacrifice something to be able to give. In God's eyes, all gifts are of equal value when given in love and with sacrifice.
3. Let your child or children be a part of your family's commitment decision. Encourage them to think of something they could sacrifice to be able to give. Although these gifts will be small, the learning experience will be significant. On Celebration Weekend, the children will know that they had a part in doing something great.
 4. Let your child or children know how proud you are of them for their poster and participation. Praise their efforts!

Will you take advantage of this unique opportunity? If you do, you will be helping your children to learn to be "joyful givers." As a bonus, you will have a special experience, and those do not come by too often.



POSTER FESTIVAL AWARDS

"...and a little child will lead them."

(Isaiah 11:6)

It is meaningful to children to receive some commendation for their activities. It could have an impact upon them if they knew that their creativity and efforts had an influence upon their parish. The following award categories could emphasize the importance of their contribution to this campaign. These categories are only suggestions. Feel free to add to or delete from these topics in order to fit your desire for the awards.

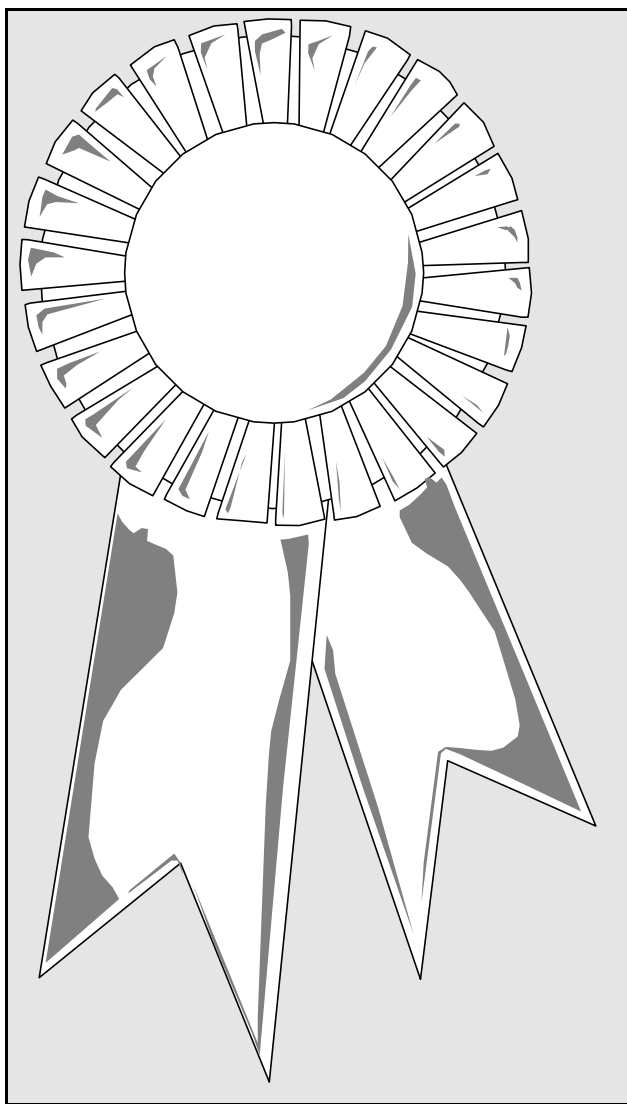
- | | |
|---|--|
| <input type="checkbox"/> Best Development of Theme | <input type="checkbox"/> Best Development of Campaign Name |
| <input type="checkbox"/> Best Description of the Building Project | <input type="checkbox"/> Best Presentation of Our Parish |
| <input type="checkbox"/> Most Inspirational | <input type="checkbox"/> Best Use of Materials |
| <input type="checkbox"/> Best Use of Scripture(s) | <input type="checkbox"/> Most Difficult |
| <input type="checkbox"/> Best Use of Color | <input type="checkbox"/> Best Use of Space |
| <input type="checkbox"/> Most Creative | <input type="checkbox"/> Most Artistic |
| <input type="checkbox"/> Best Use of People | <input type="checkbox"/> Best Building Design |
| <input type="checkbox"/> Most Challenging | <input type="checkbox"/> Most Detailed |
| <input type="checkbox"/> Most Thought-Provoking | <input type="checkbox"/> Most Interesting |
| <input type="checkbox"/> Best Presentation on Giving | <input type="checkbox"/> Best Description of What We Want Our Parish to Be |

Divide your poster festival into age divisions and repeat these categories with each age group. As you think of other awards, add them in the space below and share them with your consultant so that your creative ideas can benefit others.

(MAKE SURE EVERY CHILD WHO ENTERS A POSTER RECEIVES SOME KIND OF AWARD)



AWARD RIBBON SAMPLE





LIST OF ENTRIES FORM

Instructions:

1. Provide copies of this form for each age group to be judged.
2. Assign number to poster (*place corresponding number on top left of poster*).
3. When the list is complete and all forms are in, make copies for each judge.

Age Group: _____

Number	Name On Front	To Be Filled Out By Judges		
		Category	Age	Ribbon Affixed (Top Left)

NOTE: Copy this page before using so that you will have additional entry columns.



Children's Activity Planning Worksheet

Instructions: Copies of this worksheet should be made available for Children's Activity Assistants. These worksheet pages should be completed as plans develop.

BASIC INFORMATION:

TITLE	NAME	PHONE
Children's Activity Leader(s)		
Program Assistant		
Enlistment Assistant		
Children's Activity Coordinator		
Special Event Leader(s)		
Print Communications Leader(s)		

SPECIAL EVENT:

Location: _____

Start Time: _____ End Time: _____

Drive Time: _____

Emergency Phone Number: _____

CHILDREN'S ACTIVITY:

Location: _____

Ages Included: Birth to _____ Grade

Time: _____

Pick Up Until: _____



PROJECT PLAN:

At the Assistant meeting, please fill in the dates related to the following project assignments. If no specific dates have been set forth on the **Task Management Checklist**, you may set dates according to your own convenience.

- v Assistant meeting _____
(See Task Management Checklist)
- v Assistants meet with Children's Activity Leader(s) _____
(See Task Management Checklist)
- v Set these deadlines:
 - Final plans for Children's Activity Program _____
 - Enlistment of Children's Activity Coordinator _____
 - All volunteer enlistment complete _____
- v Prepare basic information for Print Communications Leader(s):
 - Ages
 - Location
 - Food
 - Times
- v Assistants meet with Children's Activity Coordinator to report on progress _____
- v Assistants help Children's Activity Leader(s) prepare an information sheet to give to Contact Leader(s) for response calls _____
(See Task Management Checklist)
- v Attend Contact Team Training to answer questions _____
(See Task Management Checklist)
- v Establish a meeting with the Children's Activity Coordinator before the volunteer training meeting to go over plans _____
- v Volunteer training meeting _____
- v Final check before Children's Activity (see that room and materials are in place and in order)

- v Children's Activity _____
(See Task Management Checklist)
- v Thank you letters _____
(See Task Management Checklist)



PROGRAM CONSIDERATIONS:

Use the following section of the worksheet to lay out age group divisions, activity options, possible entertainment personalities, and food services.

Age Groups:

_____ to _____
_____ to _____
_____ to _____
_____ to _____

Based on the parish religious education program, school enrollment, parish family lists, or other records, project possible attendance for each individual age group. Then, if necessary, combine groups listed above so that each group contains no more than 15 to 20 children. The ideal plan would provide at least one **adult supervisor** for each 15 to 20 children, more for the younger ages.

Activity Options:

List possible activities that could involve large or small groups. Project which activity would work best with one, several, or all age groups. Based on the possible numbers of children involved, determine how many Activity Directors will be needed for each activity.

DESCRIPTION OF ACTIVITY	AGE GROUPS	NO. OF ACTIVITY DIRECTORS NEEDED	MATERIALS AND EQUIPMENT NEEDED



Entertainment Options:

List any possible entertainment personalities or groups that could be enlisted for the Activity program.

TYPE OF ENTERTAINMENT	CONTACT PERSON	PHONE NUMBER	LENGTH OF ACT.

Food Service Options:

- v All children will bring sack meals (Parents will provide meals for children from birth to _____ grade).
- v Parish will provide meals.
- v Parish will provide snacks.

If the parish is providing the meal, list the menu:

Menu:
Quantity:

List snacks:

Snacks:
Quantity:



Budget Request Form

I. POSTER FESTIVAL

ITEM	ESTIMATED COST	APPROXIMATE DATE OF EXPENSE
General Supplies		
Awards		
Other		
Total		

II. CHILDREN'S ACTIVITY

ITEM	ESTIMATED COST	APPROXIMATE DATE OF EXPENSE
Facility (If Needed)		
Down Payment		
Final Payment		
Food		
Equipment		
Materials		
Decorations		
Entertainment		
Other		
Total		

MODEL FACT SHEET FOR CONTACT TEAM TRAINING

CHILDREN'S ACTIVITY FACT SHEET

Date: _____

Time: From _____ To _____

Location: _____

Directions, if away from parish:

Ages of children to be included:

Instructions regarding meal:

Description of those who will care for the children:

Description of activities and schedule:

Will medical forms be used? How will they be distributed?