

**UNITED CATHOLIC STEWARDSHIP
for
PARISHES
in the
WICHITA DIOCESE**



**TIME, TALENT and TREASURE
to the
HONOR AND GLORY OF GOD**

– 1985 –



A Manual for Parish Leaders

**This Stewardship Program
is Devotedly Dedicated to
Mary, the Immaculate Conception,
Patroness of our Diocesan family**



MEMORARE

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided. Inspired with this confidence, we fly unto thee, O Virgin of virgins, our mother! To thee we come, before thee we stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not our petitions, but in thy mercy, hear and answer us. Amen.

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CATHOLIC DIOCESE OF WICHITA

Office of the Bishop

424 NORTH BROADWAY

WICHITA, KANSAS 67202

The Feast of the Assumption
August 15, 1985

My Brother Priests and the Holy People of Jesus Christ, Grace
and Peace:

The Bishops of the United States give us a vision of the parish:

- "The parish is for most Catholics the single most important part of the Church. This is where for them the mission of Christ continues. This is where they publicly express their faith, joining with others to give proof of their communion with God and with one another...
- "Whatever the form, a parish seeks to become evermore fully a PEOPLE of God, sharing the MISSION of Jesus Christ, in developing the STRUCTURE necessary for supporting its community life and carrying out its mission...
- "The parish...is a people, a people called together by God. It is a people empowered by the spirit to make increasingly true and obvious their response to God through Christ...
- "...the parish, in all its life, is sacramental: through it, God acts. Furthermore, the sacraments are specially graced events of God's action and our response.
- "The parish is constantly attempting to become a community of faith. Its achievement can be measured by the specific ways people acknowledge the identity they have in common and demonstrate the responsibility they have for one another. These evidences of community are in turn reflections of the even deeper communion with God that is ours because of Christ's gift of one spirit.
- "Essential to the development of a parish is clear leadership...the foremost leader of the parish remains the pastor...the pastor is the point of unity between the worship of the parish and its activities, between the spiritual aspects of the parish and the organizational, between the specific character of the parish and the mission of the larger Church.

- "The parish community does not exist in isolation, of course. It is present in the larger and wider communities. Under the Bishop, it is part of the local Church and recognizes the need to share in the mission of the whole Diocese. Under the Pope, it is part of the universal Church, whose tradition and teaching guide it."
(The Parish, A People, A Mission, A Structure)

Central to this vision of parish life, central to the Gospel of Jesus Christ, central to the spirituality of the individual, is **stewardship** -- what one does with the time, the talent, and the resources given by God.

Traditionally parishes have contributed to the life of the broader diocesan Church through assessments and collections, to the life of the universal Church through collections, and to both through special gifts.

The United Catholic Stewardship shifts the motivation for giving from the need of the recipient to receive to the need of the giver to give.

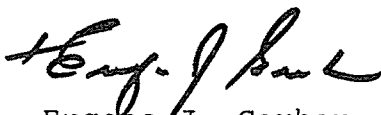
Why are we doing this? Because it is a call we have heard again and again over the past two years. The sound has come:

- from individual priests, especially pastors
- from the various ad hoc committees studying ways to meet our needs as a believing, hoping, loving, worshipping people
- from A PEOPLE GATHERED where over and over again individual parishes have expressed the hope for assistance in this direction.

The vitality that comes from this direction is manifest in the life of individual givers, in the life of individual parishes, and in the life of several dioceses who have taken this bold step in faith.

It is clearly a call from Jesus Christ and I am happy to be an instrument with the priests in letting the sound be heard across this Diocese.

In Christ,



Eugene J. Gerber
Bishop of Wichita

EJG/cw

INTRODUCTION

We sincerely believe that this Stewardship program, if it is properly implemented by intelligent, caring people in the individual parishes, will effectively further the mission of the Church and be a source of grace to the individual giver.

In the limited space of this manual, we have attempted to outline the United Catholic Stewardship program so that you will understand it and use it fully in your Parish. Additional instructions will be presented at the Priests' meetings and at the Parish leaders' meetings where the materials will be distributed and their use explained.

Please bear in mind that United Catholic Stewardship is not a collection. Instead, it is a way of life and a full, formal, personal program designed to inform and motivate people in the theology of Stewardship.

Please join us in Christian unity. Work this plan. Stay on schedule, step by step, week by week. Don't fall behind and don't move ahead.

We are about to write a chapter in the history of each Parish in our Diocese. ~~What we do in the next few weeks will have a very~~ profound influence on the lives of many thousand people in our Catholic Community for years to come. Please, let us make this a chapter of history of which we can all be justly proud.

Thank you sincerely for your cooperation.

UNITED CATHOLIC STEWARDSHIP

CASE STATEMENT

True Catholic Stewardship is the unselfish returning to God of a fair share (a tithe, if you will) of the time, talent, and treasure He has given us. It is the practice of systematic and proportionate giving of time, abilities, and material possessions-based on the conviction that these are a trust from God to be used in His service, in grateful acknowledgment of Christ's redeeming love.

Since this is a Stewardship program, it is primarily spiritual but with financial benefits for each Parish.

Each of us has the individual need to return to God (even if our Church did not need our financial support) a tithe of all the blessings He has bestowed on us in order to glorify Him, as a sacrifice, to thank Him for past blessings, and to seek His continued help. This is God's way - His program, to tell us how to live our lives.

In the exercise of Stewardship we further the mission of the Church, we honor and glorify Almighty God, we develop greater spiritual unity, meet our sacred duty to support our Parish, participate more fully in the work and activity of the Parish and our Offertory giving becomes, as it should be the main avenue of Church support.

In summary, then, true Stewardship lies in the daily recognition that God who gives the gifts, wants us to use them not only for ourselves but for our neighbor, our fellow Parishioners, the spiritual, educational and social ministries of our Parish, our Diocese and the Universal Church.

Our United Catholic Stewardship program is aimed at reaching all our people with these noble ends in mind.

THE BASIC CONCEPT OF STEWARDSHIP

The human person enters this world with nothing but an intricate mechanism of mind and body infused with a soul provided by God. He is completely dependent upon the goodness of God and the service of others for life, comfort and the satisfaction of basic needs, particularly in the very beginning of his existence. As he matures he develops inherent abilities to sustain, utilize, increase and accumulate spiritual and material factors with a will that is free to determine how, when and why.

For it is clear from the teachings of Jesus Christ that each person passing from the earthly life to the heavenly life will render an accounting of his or her stewardship.

When each person leaves this world, he is divested of all material assets and embellishments; only the spiritual gains are visible to the soul as it moves beyond the grave to face God in judgment.

It is reasonable, therefore, to deduce that if a person started with nothing materially, and ended with nothing materially, he never held ownership of the material things that he used between these two extremes of time that God allotted to him on earth. The ownership of all that he had, including time, belonged elsewhere; his was only the privilege of use.

This, in essence, is the concept of Stewardship. Each person plays the role of Steward to the ownership of God, the role of servant to the Master. Man's willful actions determine whether, in the eyes of the Master, he has or has not been a good Steward, and whether his accountability will be pleasing to the Master.

Stewardship is motivated by love of God and neighbor and through the application of time, talent and treasure.

TIME - the catalyst in which the individual applies his talent and treasure throughout each day, out of love for Christ and the salvation of mankind...within the family, the Parish, the community and other areas of action...in leisure and at work.

TALENT - the "tools" of Christian action that are summarized in the following: God-given gifts and charism, moral values and judgments; natural endowments of physical aptitudes, intelligence and will, inherited endowments of family situation and material wealth.

TREASURE - the "rewards" of action and inter-action within the vocational endeavor; sanctifying grace, natural life, unification of body and soul, material assets and wealth.

WHAT IS A TITHE?

There are many biblical references to Stewardship and to tithing. A tithe actually means one tenth or the returning of one tenth (the first tenth) of one's wealth to God. Financial tithing plus the tithing of time and talent must be encouraged through our Stewardship Appeal.

Unfortunately we have gotten away from the concept of tithing. While some denominations expect their members to tithe, it seems that we Catholics, in the vast majority of cases, have lost sight of it.

It is ironic that in this day of affluence and plenty in our nation that many of our members contribute little or nothing to the Church.

It is not unusual in a Parish to find that 15% of the members contribute 85% of the annual income. Thirty-five percent of the members give about 15% of the income, and 50% give nothing or give very little. Not only do financial problems develop as a result of this, but also many people fail to meet their sacred obligation to support their Church and do not participate in Parish life. Often it follows that there is a need for unity and oneness in the Parish because members are not acquainted with one another.

Our Stewardship program is conducted at this time to help involve many more people in Parish work and activity, and to gain their financial support as well through God's plan of Stewardship.

The concept of Stewardship - the tithing of time, talent and treasure - must be conveyed to the people step by step and over a relatively long period of time in order to have it accepted as a way of life and as God's way.

The Pastor and his Leadership Team need to set the pace and the example and tactfully but aggressively promote the plan to the members at large. We need to be bold enough to recommend tithing because true Stewardship is tithing.

So we need to agree on what a tithe really means. Actually it means one-tenth - the first one-tenth.

Now in this day of inflation and high taxes, many people say, "It's impossible to give 10% of my annual income." Others may figure a tithe means 10% of the adjusted gross income, or 5% to the Church and 5% to other necessary charities.

We must encourage and challenge them to tithe but they will each need to decide for themselves what they will do. However, it must be asked that they at least make a very substantial increase in their Offertory giving in order to make it the one total source of all Parish support and to further the mission of our Church.

A main objective of this program is to reach those who are not contributing at all and to get them to start. Very likely they are not regular in their attendance at Mass and are not really practicing Catholics. If we can reach them with our message and convince them to at least make a beginning on their Church support, it may very well lead to their becoming better Catholics. This phase alone makes all the work of this Program worthwhile.

Frequently, therefore, in our informing and motivating let it be said that we are very grateful to our generous donors and, while we are anxious to get all members to practice Stewardship of Time, Talent, and Treasure, we are especially attempting to reach and motivate the non-donor - those who do not give at all or who give very little.

OUR PLANNED PROGRAM

In this special program we plan to inform all our members over a three to four week period in order that everyone understands what we are doing, why we are doing it, and what we are asking of them so that they will agree with it and become motivated to support the program.

This information will reach them through written and spoken work in the form of sermons, announcements, notices in the Church bulletings, mailings, and meetings.

Simultaneously with this period of informing and motivating, each Parish will be asked to recruit a corps of volunteer workers who can visit individual homes on Impact Day, October 20.

Just prior to Impact Day and as a climax of the program, each Parish will be responsible for mailing to each household/family a special "target" letter that briefly summarizes the program, its aims and benefits, and that encourages them to make a commitment. The commitment will be in two parts. First, a financial commitment - hopefully to the tithe level or at least a very substantial increase in their Offertory giving. Secondly, to offer their time and talent to the work and activities of their Parish.

In addition to the "target" letter, this mailing will include their personal commitment card plus a census form and a confidential return envelope.

They will be asked to consider their commitment very seriously in view of their past blessings, to pray over their decision and then complete the commitment card to indicate the maximum amount they plan to give as their increased weekly or monthly Offertory contributions. Their new giving is to start the weekend of November 2-3 and they will use the regular Offertory envelopes that the Parish supplies.

Next, by completing the census form they will help the Parish update its records and they can indicate what programs or activities of the Parish they choose to help with.

This commitment card and census form should be signed and then sealed in the confidential return envelope. Then, Parish Volunteer Visitors, working in pairs, will proceed to visit each home between 1:00 p.m. and 5:00 p.m. on Sunday, October 20, the special Impact Day, to receive back the completed cards and census forms, to answer questions and to encourage full participation.

These returns will be brought to the Parish that day to be opened by a very small group of volunteers and recorded in confidence. From these records, a statistical report can then be made to evaluate the results.

Each Pastor will be asked to take the leadership in this special appeal to select His most capable and dedicated lay people to handle this in his Parish.

PRELIMINARY WORK TO BE DONE

1. Recruit a capable General Chairperson (and Co-Chairperson), a Secretary to the Leadership Team and a Chairperson (and Co-Chairperson) for Recruitment. (Refer to Job Descriptions enclosed). Have them attend the Parish Leaders' meetings with you either September 8, 15, 19, or 22.
2. Review and update your Parish roster to make certain that all names, initials, addresses, telephone numbers, etc., are correct.
3. Prepare seven sets of mailing labels. One set will be pasted on the commitment cards, two sets to be pasted on 3 x 5 cards, and four sets on envelopes for mailings.
 - a. Divide your Parish into geographic areas of about 100 homes each for recruitment and solicitation purposes. You may use the first of the two sets of 3 x 5 cards to do this. (Small Parishes should use areas of 50 or less homes each). Number each Division starting with number one. Divide these 3 x 5 cards the same, put each in a separate stack and rubber band them. Later you will be asked to recruit Co-Chairmen to head each Division and will give the cards to them.
 - b. Using the second set of 3 x 5 cards, in confidence from your financial records, write in the amount of their usual Offertory contributions on each card appropriately. This can be done in code to keep it more confidential. Example: W-10 = \$10 weekly; M-50 = \$50 monthly; 0 = no giving record.
 - c. Put one set of mailing labels on the commitment cards. Each label should be pasted in the upper left-hand corner on the face of the card.
 - d. Put the remaining four sets of labels on four sets of United Catholic Stewardship envelopes for future mailings.
4. Choose a specific night and time to meet each week. Weekly meetings are essential to give the program continuity, for making assignments, receiving reports, and for orientation.
5. Clear your Parish calendar as much as possible to avoid conflicts with this program and its meetings.

SCHEDULE OF REGIONAL MEETINGS
WITH BISHOP GERBER

PRIESTS' MEETINGS

Mon., Aug. 19 - St. Francis Church, St. Paul, Ks.

Tues., Aug. 20 - Church of the Resurrection, Wichita

Mon., Aug. 26 - Church of the Holy Cross, Hutchinson

Tues., Aug. 27 - St. Francis of Assisi, Wichita

(All the above meetings scheduled at 10:30 a.m.)

OTHER PARISH LEADERS' MEETINGS

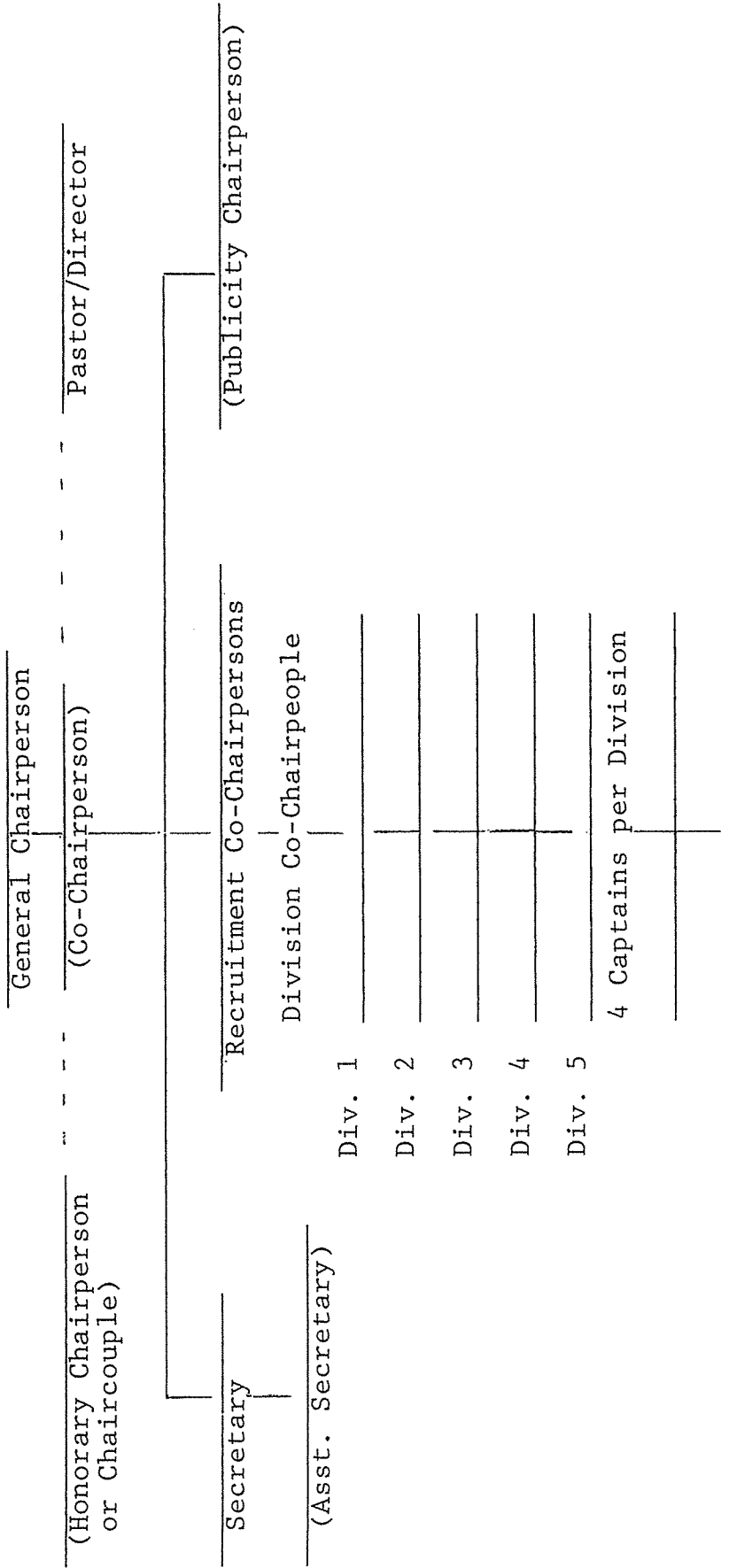
Sun., Sep. 8 - Church of the Resurrection, Wichita 3 p.m.

Sun., Sep. 15 - St. Francis Church, St. Paul, Ks. 3 p.m.

Thurs., Sep. 19 - St. Francis of Assisi, Wichita 7 p.m.

Sun., Sep. 22 - Church of the Holy Cross, Hutchinson 3 p.m.

UNITED CATHOLIC STEWARDSHIP
PARISH LEADERSHIP TEAM CHART



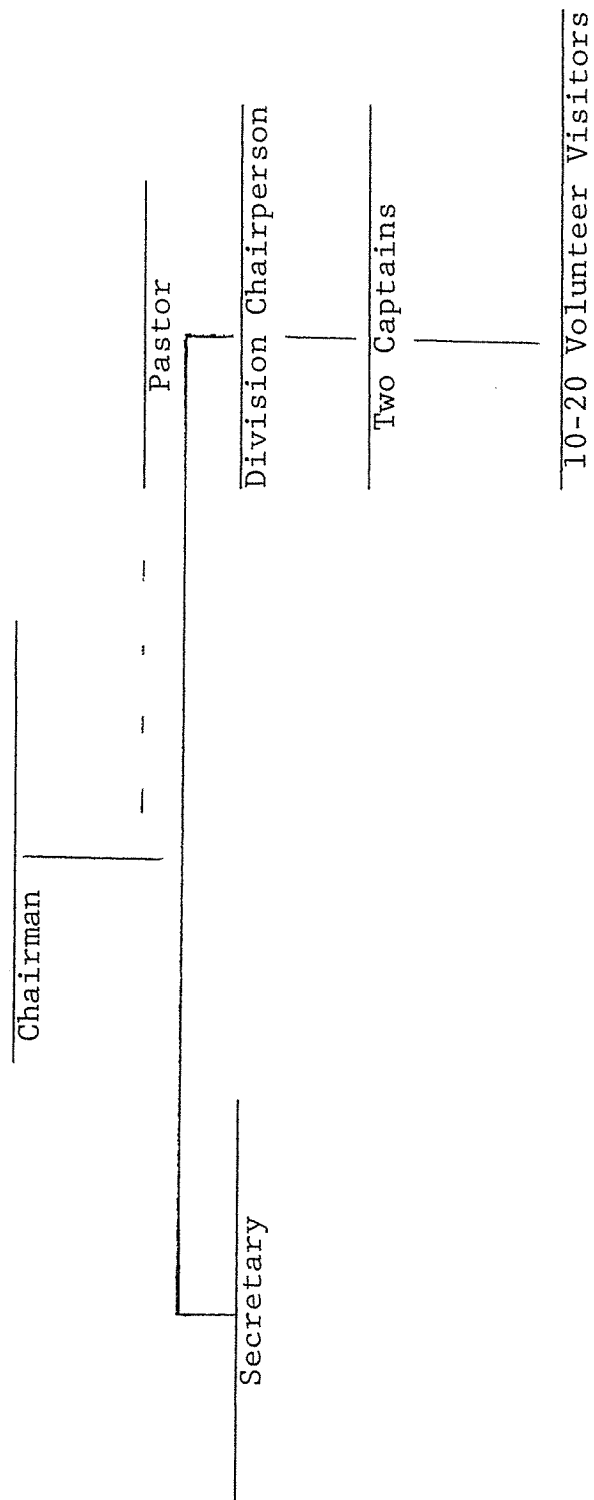
20-24 Volunteer Visitors per Division

The () bracketed positions are ideal but not absolutely essential.

Two people (perhaps a married couple) are to serve as the Co-Chairpeople for each Division (of approximately 100 homes).

The Division Co-Chairpersons then recruit 4 Captains (2 couples) and they together recruit the 20+ Volunteer Visitors needed.

LEADERSHIP TEAM FOR SMALL PARISHES
(100 Families or less)



MATERIALS AND THEIR USE

A. PRINTED MATERIALS:

Guide Manual: A 32-page booklet for Pastors, General Chair-people and Secretaries; it describes the plans, schedule and philosophy of UCS.

- PR1 - Overall Schedule or Calendar: 17 x 11", printed as the centerfold in the Guide Manual but also available separately.
- PR2 - The Announcement Flyer: A 5½ x 8½" single white sheet printed on both sides. It is to be distributed at the weekend Masses September 21-22 when the UCS is launched.
- PR3 - Commitment Card: A white card with a stub on the right side. One such card should be prepared for each family/household with the full name, address, zip and telephone number in the space provided in the upper left-hand corner on the face of the card. Commitment cards can be individually typed or mailing labels can be typed and pasted on. This is to be mailed October 15 as a key part of the target letter mailing.
- PR4 - Confidential Return Envelope: A white, No. 7 envelope into which the Commitment Card is to be placed after it is completed, signed and the stub removed. The Census Form can also be enclosed in this envelope after it is completed. The return envelope, with its enclosures sealed inside, is to be picked up by the Volunteer Visitors who call on Impact Day.
- PR5 - "Tent" Card: A white card, 5½ x 8½, scored in two places so that it can be folded into a "tent" and kept on a desk or table. It is to be mailed September 24 together with Cover Letter L1 to all families in your Parish.
- PR6 - Workers' Kit: A large white No. 12 envelope, measuring 9 x 12", it is to be used by Volunteer Visitors as they make their calls Impact Day. As these kits are assembled, extra commitment cards, extra return envelopes, a main brochure, the Pamphlet "Information for Volunteer Visitors", the Parish Table of Organization, etc., should be in the kit for the workers information and as calls are made. The sealed, return envelopes that the Volunteer Visitors pick up on Impact Day should also be carried to the Parish in this envelope.

UNITED CATHOLIC STEWARDSHIP

1985

OVERALL SCHEDULE

United Catholic Stewardship Office
424 Broadway
Wichita, KS 67202
316-263-1247

AUGUST

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
11 Open United Catholic Stewardship Office in Chancery	12	13 Prepare materials	14 Check with individual Parishes regarding their Preliminary Work	15	16	17
18	19 Priests' Meeting w/Bishop Gerber 10:30 A.M. St. Francis Church, St. Paul, KS.	20 Priests' Meeting w/Bishop Gerber 10:30 A.M. Church of the Resurrection, Wichita, Ks. Distribute guide manuals; Layout the program and schedule; Follow-up on these meetings as needed.	21	22	23	24
25	26 Priests' Meeting w/Bishop Gerber 10:30 A.M. Church of the Holy Cross, Hutchinson, Ks.	27 Priests' Meeting w/Bishop Gerber 10:30 A.M. St. Fr. of Assisi, Wichita, Ks. Distribute guide manuals; Layout the program and schedule; Follow-up on these meetings as needed.	28	29	30	31

SEPTEMBER

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3 Review the preparation of materials for meetings with Parish leaders. Visit/Call Parishes regarding their preliminary work	4	5	6	7
8 Parish Leaders' Meet Distribute materials; Review program and schedule.	9	10	11	12	13	14
15 Parish Leaders' Meet Distribute materials; Review the program and schedule.	16	17	18	19 Parish Leaders' Meet Distribute materials; Review program and schedule.	20	21 Launch appeal; Sp. Homily; Announcement flyer; Special dedication & Prayer; Ch. Bulletin Notice.
22 Parish Leaders' Meet; Distribute Materials; Review Program & Schedule; Launch Appeal; Sp. Homily; Distribute announcement Flyer; Sp. dedication and prayer	23	24 Mail tent cards and cover letter;	25 First Leadership Team meeting: Train Div. Co-Chairpeople; Start Recruiting Captains; Hand Target Letter to Leadership Team.	26	27	28 Pulpit Announcement First lay speaker; Church bulletin Notice
29 Pulpit Announcement; First lay speaker; Church bulletin Notice;	30					

Materials continued

- PR7 - Directional Flyer: A white 5½ x 8½ single sheet printed on both sides, gives directions and schedule for Impact Day. It should be distributed at Masses the weekend of October 12-13.
- PR8 - The Main Brochure: A white 8½ x 11" sheet that is folded into three panels and printed on both sides. It gives the overall view of the UCS program and it is to be mailed with Cover Letter L3 on October 9 to all Parishioners.
- PR9 - Pamphlet entitled "Information for Volunteer Visitors and Captains": Is an instructional piece for volunteer workers; white, 8½ x 11", folded into three panels, printed on both sides. It should be read and understood by all workers and included in the Workers' Kit.
- PR10 - First Poster: Two or three of these will be given to each Parish to be posted in the Church September 19 or 20 just before the UCS is launched and then taken down October 11.
- PR11 - Second Poster: Two to three of these will be available for each Parish to be posted in prominent places in the Church on October 12 and 13 and left up through that month.
- PR12 - Third Poster: Picture of Bishop Gerber. This is to be placed on the front of the main podium in the sanctuary facing the congregation for the Masses on Impact Day weekend, October 19-20. This will give more life and meaning to the Bishop's taped talk which is to be presented at all the Masses that weekend.
- PR13 - The Apple Pamphlet: A red and white pamphlet measuring 6 x 9", folded into three panels, to be mailed with Cover Letter L2 on October 1 to all Parishioners or at least to non-donors and poor donors.

B. TYPED FORMS

- F1 - Assignment Sheet: This is a vital form! It is gold, 8½ x 11", typed on one side only. At the main weekly meeting (week of October 13-19) just before Impact Day, the Division Chairperson and/or their Captains should be given several of these forms upon which they will write the assignments for each pair of their Volunteer Visitors. They write out the name, address and telephone number appropriately on the form. This information is to be taken from the 3 x 5 cards given to the Division Chairperson earlier. The Secretary must collect these hand-written forms that night, see that they are typed and three copies are made. On Impact Day, she gives two copies to each Division Chairperson who in turn gives one copy to the appropriate pair of Volunteer Visitors making the calls. The Secretary keeps one copy of all Assignment Sheets for her use.
- F2 - Roster of Division Chairpersons and Captains: White 8½ x 11" paper, typed on one side only. It is to be prepared by the Secretary. Simply type in the names, addresses, etc., and make copies for each Division and for herself and the General Chairperson.
- F3 - Roster of Captains and Volunteer Visitors: Blue, 8½ x 11", typed on one side only; for use of Division Chairpersons and Captains. A copy of which is also kept by the Secretary for her use.
- F4W & F4M - Record of Gifts Forms: F4W is pink, legal size, for use of Secretary in listing commitments received. Those who will give weekly are listed on this pink form. Those who will give monthly are listed on Form F4M - the blue, legal-size sheet. All these Records of Gifts Forms are then totaled. The weekly dollar increase is multiplied by 4.3 to convert to monthly so that all income can be reported on a monthly basis for uniformity in reporting. If gifts other than weekly or monthly are received, simply change them to monthly. For example: Annual gifts can be divided by 12; semi-annual gifts can be divided by six.

Materials continued

- F5 - Parish Reports Form: 8½ x 11", beige form, printed on one side only; to be completed by the Secretary following Impact Day. These results are computed from Record of Gifts Forms. Immediately after Impact Day, this form should be completed for the telephone report to the Chancery Office, Tuesday, October 22. Then a copy mailed to the Chancery Office.
- F6 - Parish Census Form: These are samples only. The individual Parish should make up their own census form with the help of these samples. One is pink, one is blue.
- F7 - Volunteer Visitor Sign Up Slip: This small white slip can be distributed during the Pastor's homily, October 12-13, as he directs it to be done.

C. COVER LETTERS

- L1 - This cover letter is to be mailed with "tent" card (PR5), Tuesday, September 24. This mailing is important in order to make certain that every member of your Parish knows that the UCS is under way even if they did not attend Church the weekend that it was announced.
- L2 - This cover letter is to be mailed with the "Apple" Pamphlet (PR13), Tuesday, October 1. This is sent mainly to reach non-donors.
- L3 - This cover letter is to be mailed with the main brochure (PR8) on Tuesday, October 9.
- L4 - This is the important "target" letter to be mailed October 15 to each family/household together with their personal Commitment Card, a Census Form, and a confidential return envelope.

All these cover letters need to be typed and then copied on UCS letterhead, signed, stamped, and mailed by the Parish.

Materials continued

D. HOMILIES

- H1 - To be given by the Pastor at the Masses the weekend of September 21-22.
- H2 - The story of the ten apples, emphasizes the importance of tithing, proportioned giving and is aimed at the non-donors especially.
- H3 - Homily to recruit Volunteer Visitors. This can be used the weekend of October 12-13 to help recruit additional volunteers for Impact Sunday. Sign-up slips (F7) need to be distributed during the homily and pencils must be placed in the pews. In order to make the results most effective, these sign-up slips must be collected after Sunday Mass, separated into the divisions, and each Division Chairperson must be phoned and given the names of any volunteers for his area. Each Division Chairperson must, in turn, call these new volunteers that same day, thank them for volunteering, and urge them to be at the next meeting and to sit at his table.
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It is our intention to have most of the materials ready to be handed to the individual Parishes at the Parish Leaders' meetings of September 8, 15, 19 and 22. Additional materials will then be mailed directly to the Parishes in ample time for their use.

JOB DESCRIPTIONS

GENERAL CHAIRPERSON (OR GENERAL CHAIRCOUPLE)

Ideally, this person (these persons) should be a staunch, practicing Catholic(s), interested in this program, regularly supportive of the Church, well-known and respected in the Parish. He (they) will need to attend and chair weekly meetings, help recruit other leaders, and be the principal lay spokesperson for the program. He (they) should be willing to make a substantial increase in his (their) own Offertory giving, unless already tithing, and willing to give this program the time it will require.

He (they) will need to oversee the program, see that meetings are held weekly, that their recruitment is done on time and assignments carried out. He (they) should choose a Co-Chairperson (or Chaircouple) to understudy him(them) in all his (their) duties. He should continue in this work through the entire Appeal schedule.

HONORARY CHAIRPERSON (OR CHAIRCOUPLE)

This is an optional but helpful position. It is usually filled by an older person (or couple), a well-known, staunch, practicing Catholic, having long tenure and prestige in the Parish.

He (they) need not be active in the program (like attending meetings) but should be willing to lend his (their) good name to this already important cause, and would consider it an honor to do so (as we mean it to honor him [them]) and should be willing to make a substantial increase in his (their) own weekly Offertory giving.

He (they) should continue as Honorary Chairperson (Chaircouple) throughout the Appeal schedule.

If it will help the program, more than one Honorary Chairperson or Chaircouple could be appointed. But the more you have, the less prestige the position has. These need to be really well respected people.

ASSOCIATE GENERAL CHAIRPERSON (OR CHAIRCOUPLE)

Like the General Chairperson (Chaircouple), this person (Couple) should be staunch, practicing Catholic(s), supportive of the Parish, interested in this program, willing and able to understudy the Chairperson (Chaircouple) in all his (their) duties, help in recruiting other leaders, willing and able to make a substantial increase in his (their) own Offertory giving unless they are currently tithing. He (they) should attend all weekly meetings and continue in this position through the end of the Appeal schedule.

SECRETARY TO LEADERSHIP TEAM

This is a key position that is usually filled by a capable woman who has the time, the interest and the ability that it takes.

The Secretary should be an active, practicing Catholic, supportive of the Parish, interested in this Stewardship program; have some knowledge of typing, light bookkeeping; be able to work well with people and to keep confidential matters confidential.

She may be asked to take the lead in seeing that some of the preliminary clerical work is done (e.g., preparation of mailing labels for envelopes, commitment cards and 3 x 5 cards, update the Parish roster, etc.). She should see that notices are sent, arrange for volunteer help to assemble Workers' Kits and Parish Report forms and take care of other details that arise. She should attend the weekly meetings where she may need to make announcements and distribute materials.

The Secretary should continue in this work until the end of the campaign.

CO-CHAIRPERSON (OR CHAIRCOUPLE) FOR RECRUITMENT

This position could be filled by two capable people (or two couples) who can work together amicably and productively.

They should be practicing Catholics, supportive of the Parish, interested in this Appeal and willing to make a substantial increase in their own Offertory giving (unless already tithing).

As a vital part of this program, early in the schedule the Parish should be divided in equal geographical divisions of about 100 households each. The Recruitment Chairperson (or Chair-couple) could help in this dividing. Then they need to enlist two to four capable people to head each division as Division Co-Chairpeople (one or two married couples can do this).

These Division Chairpeople play key roles. They each need to recruit four Co-Captains (two married couples, for example). Then together the Division Chairpeople and the Captains will recruit a total of 20-24 Volunteer Visitors for their Divisions who are capable and willing to make the home visits on Impact Day, October 20, between 1 and 5 p.m.

Recruitment Chairpersons must attend the weekly meetings and see that the Division Chairpersons and Captains do the same.

PUBLICITY CHAIRPERSON

Like the other Chairpeople, the one filling this post should be a practicing Catholic, supportive of the Parish and interested in this Stewardship appeal. He (she) should have some knowledge of publicity/public relations and be able to work well with people. He (she) should be willing to make a substantial increase in her (his) own Offertory giving (unless he (she) is already tithing. He (she) needs to understand the materials and their use.

This person will work closely with the Pastor and General Chairperson to see that notices are used in the Church bulletin, pulpit announcements are made, the two passouts are distributed at Mass, meetings are on schedule, posters are used, etc.

He (she) should attend the weekly meetings and can help as a greeter to see that people feel welcome and know where they are to sit. He (she) can work with the Secretary to see that volunteers are available to prepare mailings and stuff volunteer kits.

He (she) could be especially careful to see that Bishop Gerber's taped talk and his picture are utilized to the fullest in the October 19-20 Impact Day weekend.

DIVISION CHAIRPEOPLE

(This can be two or four people)

Division Chairpeople play a key role because they provide liaison between the Leadership Team and the Volunteer Visitors. These Chairpeople should be practicing Catholics, interested in this tithing program and willing and able to make a substantial increase in their own Offertory giving unless they are already tithing.

Afer proper orientation, these Division Chairpeople will need to recruit 4 Captains (2 couples) for their Division who will each be asked to enlist 5-6 Volunteer Visitors to make home visits on Impact Day. A total of 20+ Volunteer Visitors are needed for each Division of 100 homes.

Division Chairpeople will need to follow through to see that all the home visits are made well and on time.

They should attend all weekly meetings and encourage their Captains and Volunteer Visitors to do the same.

They will need to be available on Impact Day to distribute assignments to Volunteer Visitors, accept their returns, and to supervise, aid and encourage their Volunteer Visitors as needed.

CAPTAINS

Persons working as Captains should be practicing Catholics, supportive of the Parish and especially interested in this tithing program. They should be willing to make a substantial increase in their own Offertory giving unless they are already tithing.

Four Captains should be chosen for each Division by the Division Co-Chairpeople to help them enlist the 20+ Volunteer Visitors for that Division. Each Captain will be responsible for recruiting 5-6 Volunteer Visitors to make home visits on Impact Day, October 20. Captains should also make some home visits so that they can get a better feel for this work.

They should attend all weekly meetings once they are recruited and should continue in this work through the end of the Stewardship.

VOLUNTEER VISITORS

Volunteer Visitors should be regular, practicing Catholics and thoroughly interested in their Parish.

Volunteer Visitors will be asked to attend 2-3 weekly meetings in order to understand and carry out their important duties in this campaign. All Volunteer Visitors should be willing to make a substantial increase in their own weekly Offertory giving.

Their primary duty will be to make calls on parishioners on Impact Day. They will work with a fellow Volunteer Visitor (this could be their spouse), not alone. They will pick up the signed agreement cards and census forms and answer questions as they make the home visits.

INFORMATION - PUBLICITY SCHEDULE

In our United Catholic Stewardship Program, it is absolutely essential that we reach our people with information/publicity so that they understand and are motivated before they are asked to make any commitment. The program needs to be fully explained and emphasized--some repetition is necessary--so that people fully understand it and understand the schedule. Only after some weeks of informing and motivating should they be asked to make a commitment.

We plan to use the following media:

Church Bulletin Notice: Sep. 21-22, 28-29
Oct. 12-13, 19-20, and 26-27
Nov. 2-3

2-3 Homilies:

- a. Launch the Appeal - Sep. 21-23
- b. Main Brochure - Oct. 8
- c. Recruitment of Volunteer Visitors - Oct. 12-13 (Optional)

4 Mailings

- a. "Tent" Card and Cover Letter - Sep. 24
- b. Apple Story mailing - Oct. 1
- c. Main Brochure - Oct. 8
- d. "Target" Letters - Oct. 15

2 Passouts

- a. The Announcement Flyer - Sep. 21-22
- b. Directional Flyer - Oct. 12-13

Lay Speakers

Sep. 28-29
Oct. 12-13 (Optional)

Special Announcements at weekend Masses: Oct. 5-6, 12-13, 19-20
& 26-27
Nov. 2-3

Bishop's Talk

Oct. 19-20 (Impact Day)

Posters

- 1st - Put up on Sep. 20
- 2nd - Put up Oct. 15 to replace 1st
- 3rd - Bishop's picture, Oct. 19-20

LAY SPEAKERS

Occasionally it can be helpful and strategic if a Lay person takes the pulpit at Mass to make an announcement, to tell about a new program or to emphasize a special point. Certainly this idea can be utilized productively in our UCS schedule.

Here are some things that can be considered as you choose speakers and as they plan their talks.

As speakers, consider those who are well known as staunch Catholics, well respected and the type that is listened to. Choose capable speakers who have the poise to handle this. Consider someone who may already tithe or who is very generous in their giving. Sometimes a married couple (speaking together) can make an interesting presentation. Ask all to speak supportively of the UCS program. Ask them to tell you what they plan to say one week before they speak.

Speakers should limit their remarks to five minutes or less. Tell how they feel about the Stewardship program - its opportunity for spiritual and temporal blessings. If they tithe, they could tell why and when they started. If they plan to move toward a tithe, they could discuss this. Some remarks need to be directed toward volunteer time and talent as well as financial giving. One or two appropriate Biblical quotes could be used to support the speaker's remarks. They should speak sincerely and not be too "preachy" (they are not the Pastor); be humble but make their points, stress the importance of continued Catholic education for our children and how the Stewardship program would help to foster this.

IMPACT DAY (OCTOBER 20)
AND
RECRUITMENT SCHEDULE

As a climax of the United Catholic Stewardship Program, each family (or individual) will be invited to make a commitment of Time and Talent as well as a financial commitment to increase their Offertory giving, hopefully to tithe level, or to at least make a very substantial increase.

"Target" letters should be mailed to all families in your Parish on Tuesday, October 15. Sample Target letters will be given to each Parish but you will need to have these typed on UCS stationary in your Parish, reproduced, assembled and mailed.

In addition to the "Target" letter itself, this mailing will include the family's personal commitment card (with the name, address, etc., on it), a census form and a confidential return envelope.

The "Target" letters for your Leadership Team, Division Chairpeople, Captains, and Volunteer Visitors are to be prepared earlier and handed to them at the weekly meetings as described in the schedule. If this is followed step by step, the commitments of your workers should certainly be some of the most generous and sacrificial.

Then, as the Impact Day is announced, the Pastor can say that, "All of our volunteer workers have already made their own financial commitments and are also giving of their Time and Talent as well."

It is essential that the announcements regarding Impact Day are made at Mass and written up in your Church bulletin the weekends of October 5-6 and October 12-13, as well as on Impact Day, October 19-20, and that the directional flyers are distributed the weekend of October 12-13 at the Masses. This stresses the importance of Impact Day and also gets your people alerted to the schedule.

The key message for Impact Day is a special taped homily from the Bishop which is to be played at all the Masses that weekend. The large poster-sized picture of him should be fastened to the front of the pulpit or podium, facing the congregation to give an additional special touch. Each Pastor should take care to suitably introduce the taped message himself and follow it with some brief additional comments encouraging total cooperation.

It is essential that all Parishes stay together, step by step, in our UCS schedule. The recruitment of volunteers is a key part of this.

The Parish Leadership Team (composed of the Pastor [Associate Pastor], General Chairperson [and Co-Chairperson], Secretary, Publicity Chairperson, and Co-Chairperson to Recruitment) and the Division Co-Chairperson should be recruited before the first Parish meeting (the week of September 23-27).

Following that meeting, the Division Co-Chairpersons must recruit their Co-Captains (two couples, or four people per Division). The Co-Captains then attend the next meeting (the week of September 30-October 4).

Then the Division Co-Chairpersons and the Captains, working together, recruit 20-24 Volunteer Visitors for each of their areas.

At the meeting the week of October 7-11, they report on the number of Volunteer Visitors recruited (Volunteer Visitors do not attend the meeting this week) and the Pastor decides to give or not give a homily to recruit additional Volunteer Visitors while at Mass the weekend of October 12-13.

All workers in the program, especially the Volunteer Visitors, must attend the next weekly meeting (October 14-18). This is the main meeting to the work of the Volunteer Visitors, Captains and Division Chairpersons for Impact Day. After the Volunteer Visitors are dismissed, Division Co-Chairpersons and Captains prepare written assignment sheets. The Secretary collects these, sees that they are typed and that three copies are made for Impact Day.

On Impact Day, the headquarters should be set up with a head table for Secretaries and General Chairpersons, and one work table for each Division with that Division's number and Division Chairperson's name on it. The Division Chairpersons and Captains should be at their tables at 12:30 p.m. ready to meet their volunteer workers. Division Chairpersons should have two copies of their assignment sheets.

The Volunteer Visitors should arrive by 1:00 p.m. to return their own commitment cards and census forms and to pick up their assignment sheets. A copy of these assignments sheets should be appropriately given to each pair of Volunteer Visitors by their Division Chairperson. He keeps one copy for himself. The Secretary should have a copy of all assignment sheets.

The Pastor or Chairperson could call for order at about 1:00 p.m., give some final instructions, and say a prayer for success. Volunteer Visitors start their calls immediately and make returns as soon as they are finished. As they check in with their Division Chairperson or Captain, he accepts the returned envelopes then checks off those homes visited on his copy of the assignment sheet.

Not all calls will be completed that day, so each must ask their workers to keep their copy of the assignment sheet and make the call backs on those not reached on the first call. The Division Chairperson should remind the workers to attend the next Leadership Team meeting to return any additional envelopes they picked up and to hear the report on the results of Impact Day.

Later that day, the Division Chairpersons check off all their completed calls on the master copy of the assignment sheets that the Secretary has. This way all members know what calls have been made and what calls still need to be made.

In almost every Parish it will be necessary to conduct an additional alternate Impact Day, Sunday, October 27. Unless these call backs are made, as much as 30% to 50% of your people will not be reached. Some of these people may especially need this personal contact with a representative of the Parish.

FOLLOW UP PLANS

As a result of the informing (the homilies, meetings, announcements, mailings, etc.) that takes place for about 3-5 weeks, together with the Impact Day thrust, most of your Parish members will have made financial commitments (some for the first time) and some will volunteer their time and talents as well.

To make the most of these commitments, each Parish should recruit and train a follow-up committee of not less than five members in small Parishes (100 or less families) to 25 or 30 members in large Parishes (of 400+ families). The chief work of these committees will be to see that commitments are carried out to the maximum, to thank all Volunteer Visitors, to thank all donors, to reach new members and give them the opportunity to take part, to keep the publicity going, to see that semi-annual statements of contributions are mailed to all families, and to tactfully but aggressively reach and remind those members who get behind in their financial commitments when there is no apparent reason.

Since financial commitments (and time and talent commitments) are made to and paid through the individual Parishes, via the Offertory envelopes, this follow-up work must be done by the individual Parishes.

A very complete follow-up manual will be prepared and copies of it will be made available to all Parishes.

An orientation meeting should be held for your follow-up committee the week of October 20-26 and, if need be, an additional meeting the week of October 27-November 2. Parish meetings are scheduled for these weeks but they should be very short (report meetings only), so the follow-up meeting can follow those same nights.

During the campaign, the Pastor and General Chairperson should be especially aware of the work of all the volunteers and begin to recruit the most capable ones for the follow-up committee. If their work has been well done in the formal UCS program, they are capable of follow-up work as well.

Monthly reports are to be sent to the Chancery Office by the follow-up Secretary of each Parish in order to keep the Diocese fully apprised of the progress and/or problems.

Each follow-up committee will need to meet monthly to keep themselves advised of Parish income, new members, publicity, new programs, etc.

The Pastor, the follow-up chairperson, and the follow-up Secretary will be the three key members of this committee.

This procedure has worked very well in similar programs elsewhere and will work for us if properly implemented.

BENEFITS TO BE DERIVED

The spiritual benefits will be invaluable and immeasurable. Many members may become better Catholics as they begin or increase their Church support. They may take greater interest in the Church if they support it, and many will give time and talent as well. New leadership will be developed, members will get better acquainted, Parish rosters will be updated, giving habits improved, and the children will benefit from the example of the adults. Likewise, each Parish will have additional financial resources to allow debts to be paid off, contingency funds to be established; new and improved programs will result, special collections can be eliminated, building improvements and additions can be paid for.

To accomplish all of this, tithing should be encouraged in your Parish and its members need to respond in full faith, knowing that God will bless us and take care of us if we are generous with Him.

"Give and it will be given to you; good measure, pressed down, shaken together, running over, will be put into your lap. For the measure you give will be the measure you get back." Luke 6:38.

SPECIAL DEDICATION

Nothing worthwhile is ever accomplished without God's help. All of us believe in the power of prayer. Since what we are doing in the United Catholic Stewardship program is for the good of our Church and, therefore, is very worthwhile, we hope that God will be pleased and will bless our program with real success.

Furthermore, we are allowing no room for failure and, because this is primarily a spiritual venture, we have dedicated this appeal to the love, care, and intercession of The Immaculate Conception of Mary, the Mother of God and our Diocesan Patroness, and we plan to include daily prayer as a key part of this program.

We have adopted the Memorare as our official prayer (it will be on our Announcement Flyer and other materials) and we ask that this be announced and the prayer recited together at every Mass from now through the month of October. Example: "Let us stand and pray the Memorare together for success in our United Catholic Stewardship program."

Further, we ask each Pastor to make this one of the petitions of the day at every Mass through October. For example, as petitions are read, close with: "...and for success in our United Catholic Stewardship program, we pray to the Lord." And with the reply: "Lord hear our prayers."

Let's also encourage the children in our Parochial Schools and CCD programs to pray the Memorare daily for success in this Stewardship.

United Catholic Stewardship Office
424 N. Broadway
Wichita, Kansas 67202
Tel. (316) 263-1247

UNITED CATHOLIC STEWARDSHIP

424 N. Broadway
Wichita, Ks. 67202
Tel. # 263-1247
