

Stewardship and Development - Tool Kit

Topic	Details	Website	Diocese Contact	Email	Phone
#iGiveCatholic	Catholic giving day for parishes, schools, and Catholic organizations to raise support and awareness for our Catholic community (like #GivingTuesday late November)	www.igivecatholic.org	Margaret Kappel	margaret-kappel@austindiocese.org	(512) 949-2444
Catholic Foundation	The Catholic Foundation works with donors across Central Texas to match their hopes for the future with their passions of today. Let us help you meet the needs of our community and create a legacy that endures.	www.catholicfdn.org	Scott Whitaker	scott-whitaker@austindiocese.org	(512) 949-2441
Catholic Services Appeal (CSA)	General questions		Lisa Rosenberger	lisa-rosenberger@austindiocese.org	(512) 949-2450
Catholic Services Appeal (CSA)	Gift processing		Sonia Martinez	sonia-martinez@austindiocese.org	(512) 949-2458
Catholic Services Appeal (CSA)	Gift processing		Malissa Howe	malissa-howe@austindiocese.org	(512) 949-2543
Catholic Spirit	Advertising or Publicizing of Festivals, Events, Missions, etc.		Shelley Metcalf	shelley-metcalf@austindiocese.org	(512) 949-2443
Catholic Spirit	Story ideas		Shelley Metcalf	shelley-metcalf@austindiocese.org	(512) 949-2443
Catholic Spirit	Subscriptions (to add or delete parishioners from the mailing)		Shelley Metcalf	shelley-metcalf@austindiocese.org	(512) 949-2443
Consultants (Preferred Vendors)	Parishes needing information on Capital Campaigns, Electronic Giving, Fundraising, Offertory, Stewardship, Communications	www.austindiocese.org/documents/2017/8/SD%20Consultants_073117.pdf	Margaret Kappel	margaret-kappel@austindiocese.org	(512) 949-2444
Data/Project Management	Assist with tracking assignments and tasks (simple to do list to managing complex projects) as well as collecting information through various online forms (surveys, applications, registrations, etc.).	www.formstack.com www.teamwork.com	Christian González	christian-gonzalez@austindiocese.org	(512) 949-2456
Diocesan Directory	All changes to the directory, including new Mass times, changes in staff, new priest or parish photos		Shelley Metcalf	shelley-metcalf@austindiocese.org	(512) 949-2443
Diocesan Mentor (Internal/External)	Assist departments with their fundraising projects and help oversee programs, projects and committees.		Margaret Kappel	margaret-kappel@austindiocese.org	(512) 949-2444
E-Communications (Internal)	Provide support as needed. Preferred vendor is MailChimp. For user log in contact Margaret.		Margaret Kappel	margaret-kappel@austindiocese.org	(512) 949-2444
E-Publications (Internal)	Provide support as needed. Preferred vendor is Issuu. For user log in contact Margaret.		Margaret Kappel	margaret-kappel@austindiocese.org	(512) 949-2444
Grants	Research and coordinate grant funding opportunities. Provide support material as needed. See links for guidelines and due dates.	www.austindiocese.org/documents/2018/1/guidelines%20for%20non%20diocesan%20applicants.pdf www.austindiocese.org/documents/2018/1/Foundation%20Information%20for%20Grant%20Applications.pdf	Margaret Kappel	margaret-kappel@austindiocese.org	(512) 949-2444

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Increased Offertory Program	Provide consultation to promote increased parish support through a greater acceptance of stewardship. See link for vendors.	www.austindioocese.org/documents/2017/8/SD%20Consultants_073117.pdf	Margaret Kappel	margaret-kappel@austindioocese.org	(512) 949-2444
PDS Database	Parish will update contact information to include parishioner name, address, email, phone and status.		Lisa Rosenberger	lisa-rosenberger@austindioocese.org	(512) 949-2450
PDS Escalated Issues	If your questions are not resolved after first contacting the support line, contact David Cotton.		David Cotton	dcotton@trinitypublications.com	(210) 391-9554 Mobile
PDS Questions	To include creating reports, setting up funds, software issues etc.		Trinity Publications Support Line		(877) 455-9300
PDS Training	Beginner and advanced classes offered at the Pastoral Center for no charge on a quarterly basis. See the website for details and to register.	www.austindioocese.org/pds	Lisa Rosenberger	lisa-rosenberger@austindioocese.org	(512) 949-2450
Planned Giving	To assist Catholic donors in making estate and planned gifts to the Catholic church		Scott Whitaker	scott-whitaker@austindioocese.org	(512) 949-2441
Social Media (Internal)	Social media accounts: Facebook, Twitter, Instagram and Snapchat. Departments can submit content for posting to any of these platforms on a monthly basis. Contact Becky for process.		Becky Valdez	becky-valdez@austindioocese.org	(512) 949-2445
Special Collections	Schedules for diocesan collections are posted on the Diocesan website (see the diocesan website link). Collection money is sent in to the Pastoral Center, Attn: Finance Department. Special collection envelopes can be purchase by third party vendor.	www.austindioocese.org/offices-ministries/offices/stewardship-and-development-office/special-collections	Margaret Kappel	margaret-kappel@austindioocese.org	(512) 949-2444
Stewardship (Training/Resources)	Provide individual parish consultation to assist with programming, planning and committee development, annual stewardship weekend materials, training for stewardship renewal, stewardship resources (audio, video, speakers), national stewardship conference opportunities.		Margaret Kappel	margaret-kappel@austindioocese.org	(512) 949-2444
Stock Gifts	We will handle stock donations on behalf of the parish. For details on the stock donation process, see the website.	www.austindioocese.org/documents/2017/8/Stock%20Donation%20Process%20Donors.pdf	Lisa Rosenberger	lisa-rosenberger@austindioocese.org	(512) 949-2450

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Website - austindioocese.org (Internal)	To obtain a user id and password. Assist with creating web pages, calendar events and web forms.		Becky Valdez	becky-valdez@austindioocese.org	(512) 949-2445
Website (External)	Provide support as needed. Recommended vendor is: eCatholic but no mandate on this.	sales@eCatholic.com	Margaret Kappel	margaret-kappel@austindioocese.org	(512) 949-2444