

# How to Use This Manual

---

All Stewardship efforts will look a little different depending on the culture of your parish, expectations, and how many years since the parish first introduced or are reintroducing stewardship to the parish. We took this into consideration when we developed the strategy for building a stewardship manual.

The on-going development of this manual ultimately comes from three sources. These three sources are:

1. the required stewardship components in every parish stewardship effort,
2. new ideas, best practices and samples downloaded from the Diocese of Oakland's Stewardship web site, and
3. the parish's current practices, assessments and ideas.

Explanations of these essential components of stewardship included in this manual are:

- Leadership commitment,
- Development of a Stewardship Committee,
- Annual planning Calendar,
- Theological basis for what stewardship is,
- Seven steps to parish stewardship success

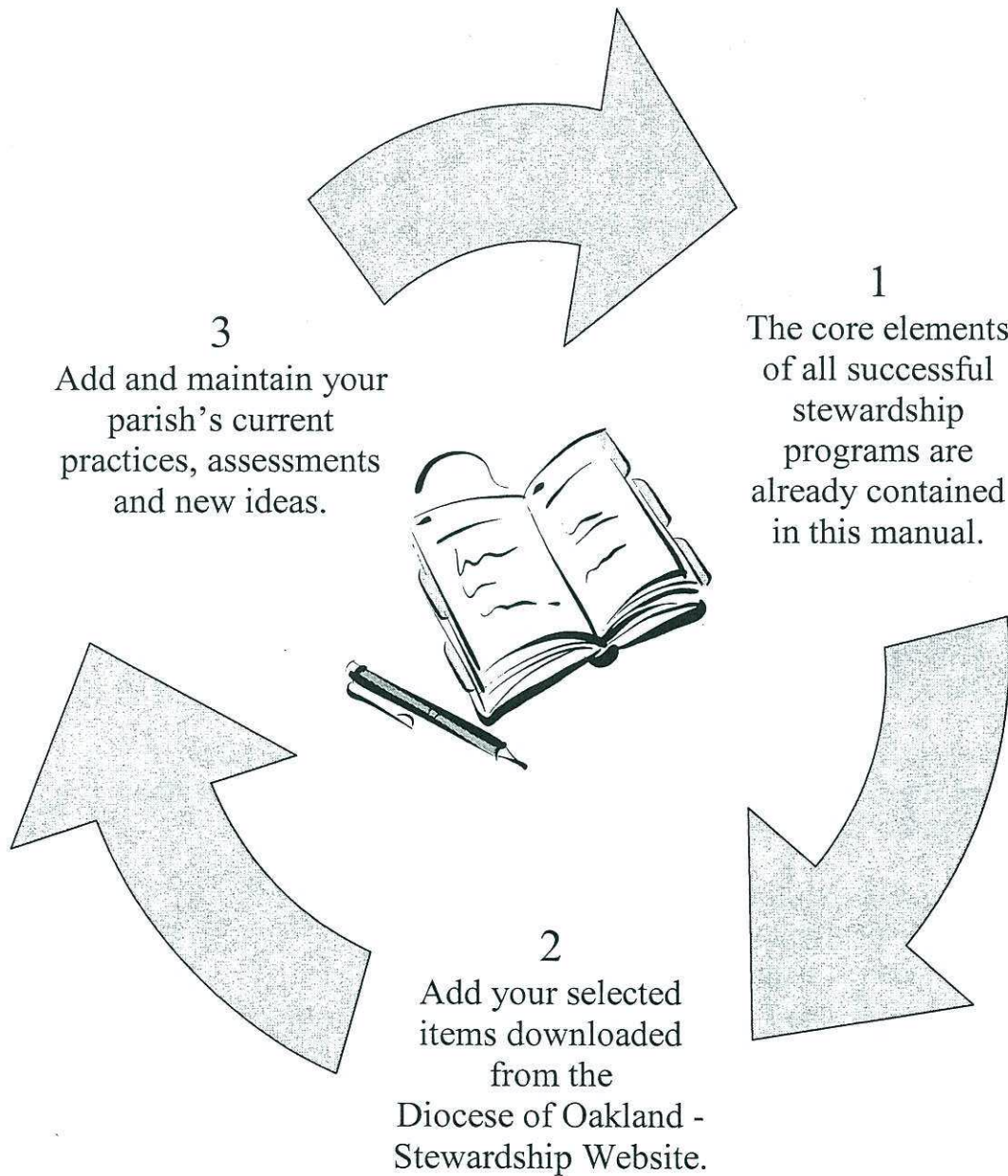
The second component for this manual is located on the Oakland Diocese's Stewardship website. The following is just a sample of ideas and information found there:

- Stewardship prayers,
- Updated current year's annual calendar,
- Updates for suggested readings,
- Prayer's of the faithful,
- Songs,
- Best practices and samples.

These additional items are added to make your manual custom to your parish needs.

The third content source comes from the parish's current stewardship activities.

How to customized your  
*Stewardship Manual*



# Steps for success!

---

This manual is developed and oriented around the *Seven Steps to Success* taken from the United States Conference of Catholic Bishop's pastoral letter on Stewardship: A Disciple's Response. The Annual Stewardship Assessment Tool is an excellent way to plan your efforts regardless if your parish is just beginning stewardship or if your parish has been promoting stewardship for years. It is always beneficial to go back to the original foundation of any effort to insure that all of the elements are being fully realized and executed with great care.

The Seven Steps to Success are not listed in any order of importance with the exception of Commitment of Leadership. The full commitment of the pastor must be in place before any other steps will be effective. Having only a "general blessing" from pastor to start a stewardship effort is not enough. It is best to wait on any formal stewardship effort until the pastor is truly committed.

It is important that any successful stewardship effort incorporates all of these steps in some way.

**Step 1: Personal Witness**

**Step 2: Commitment of Leadership**

**Step 3: Hospitality, Evangelization, and Outreach**

**Step 4: Communication and Education**

**Step 5: Selecting (Recruiting), Training, and Recognizing  
Gifts of Time & Talent**

**Step 6: Stewardship of Treasure**

**Step 7: Accountability**

I believe that it is not necessary to re-create the entire stewardship process when starting. Early on in the parish efforts, it is acceptable to use other parish's successful best practices and then, with time, develop your own custom work unique to your parish. You will be surprised with how generous parishes are to help you start your parish stewardship efforts. We have samples of their work on the Oakland Diocese Stewardship web site. These samples have already been vetted to insure that the spirituality of stewardship is accurately conveyed.

The Diocese Oakland's Stewardship Department is available for half day and full day stewardship retreats. Please call the Stewardship Department for consultation with your parish.

