

Parish Data System (PDS)

If your parish uses PDS Church office or Faith Formation, then you have an extensive collection of forms and templates designed to be used with a Stewardship Campaign. If you need help, please call the PDS support number 1-877-737-4457. To access these forms, follow the following instructions:

- Step 1 Open PDS software
- Step 2 Open Reports
- Step 3 Open Stewardship
 - Ministry-Time and Talent
 - Financial-Treasure
 - Combined Time, Talent and Treasure
- Step 4 Under each of the choices you will see several menu selections. You can customize these forms, reports and letters to fit your individual campaign.

Menu Selections available for Stewardship:

1. Ministry-Time and Talent

- Preparation
 - Usage Worksheet
 - List of Members
 - User Reports
- Communication-Family
 - Letters
 - Stewardship of Time and Talents
 - Response Form and Letter
 - Blank Response Form and Letter
- Label-Envelope Reports
 - User Reports
- Communication-Member
 - Letters
 - Introductory Letter-Those Not Involved
 - Introductory Letter-Active in Ministry
 - 2nd Letter-Those Not Involved
 - 2nd Letter-Active in Ministry
 - Positive Response-Those Not Involved
 - Positive Response-Active in Ministry
 - Negative Response-Those Not Involved
 - Negative Response-Active in Ministry
 - No Response-Those Expected to Reply
 - No Response-Those Not Involved
 - No Response-Active in Ministry
- Label-Envelope Reports
- Worksheets

- Lists
 - User Reports
- Evaluation
 - Ministry Statistics
 - Ministry Involvement Data Comparison
 - User Reports

2. Financial-Treasure

- Preparation
 - Demographic and Financial Information
 - Monthly, Quarterly and Yearly Totals
 - Breakdown Analysis by Amount Given
 - Breakdown Analysis by Percentage
 - Comparison by Week and Year
 - Worksheet for Pledge Entry
 - User Reports
- Communication
 - Letters
 - Introduction Letter
 - 2nd Letter
 - Thank you
 - No Response with Special Paragraphs
 - Progress Report
 - Pledge Cards
 - Pledge Card with Prior Pledge Information
 - Blank Pledge Card
 - Worksheets
 - Payment Booklet
 - Capital Fund Campaign Payment Booklets
 - Cover for Payment Booklets
 - User Reports
- Evaluation
 - Goal Statistics
 - Individual Pledge and Payment
 - Pledge Progress Breakdown
 - Projection of Yearly Comparisons
 - Yearly Comparison of Pledge-Payments
 - User Reports

3. Combined Time, Talent and Treasure

- Family Financial and Ministry Information
- Pledge Form with Ministry Information
- Blank Pledge Form
- Breakdown by Involvement
- User Reports