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