

**Sample Schedule**

**Summer Leading up to Stewardship Season**

* Meet with your Advancement Director to review the stewardship program with you
* Choose an Announcement Weekend and a Commitment Weekend
* Order in-pew commitment cards, prayer cards and posters from your Advancement Director
* Create an annual report / state of the parish report

**In the month leading up to Announcement Weekend**

* Distribute the Annual Report / State of the Parish report
* Visit <https://www.advancingourmission.org/parish-resources> to download stewardship resources and read through each piece and make your edits
* Find videos or images to go with social media posts
* Ask a parishioner to give a testimonial on Announcement Weekend and provide them with the personal testimonial guide

 **Shortly Before Announcement Weekend**

* Bulletin Announcements – finalize edits and insert announcements into your bulletins for Announcement and Commitment Weekends
* Confirm you have the correct amount of in-pew cards and prayer cards
* Finalize printed pastor letter and prepare mailing

**Wednesday before Announcement Weekend**

* Mail printed Pastor letter
* Send out the Announcement Weekend email
* Confirm that your parishioner who will give a testimonial is ready to speak during Mass. Give them some encouragement!
* Review the in-pew announcement script

**Announcement Weekend**

* Place in-pew prayer cards in the pews
* Schedule time for the personal testimonial by your volunteer
* Deliver your in-pew announcement

**The Week between Announcement and Commitment Weekends**

**Monday** - Post the social media Post #1

**Wednesday** - Post the social media Post #2

**Thursday**- Send the email commitment letter to your parishioners

**Friday** -Post the social media Post #3

**Commitment Weekend**

* Put out in-pew commitment cards
* Deliver the Commitment Weekend Homily
* Lead the in-pew process, taking enough time for everyone to complete the commitment cards, and asking the ushers to collect them after

**Wednesday After Commitment Weekend**

* Review commitment cards and gather prayers
* Post social media Thank-You
* Insert Thank-You letter into bulletin for the next week