

REDISCOVER MACEDONIA

A spirit of gratitude and generosity



Evangelical Lutheran Church in America
God's work. Our hands.

Congregational Financial Response Work Plan

Instructions: Congregations are encouraged to invite households within the community of faith to make a faith commitment once each year. This may have several elements – reading scripture, prayer, attending worship, education, inviting others into the community, Time & Talent and/or a financial response. Preparation for this commitment usually takes several weeks of planning by a leadership group and three to four weeks of direction communication, education and invitation to those in the community. The following outlines a sample plan week by week. Begin by setting the date for commitments. This is usually part of Sunday worship. You may also choose a time to dedicate these commitments. This date is usually two to three weeks after the commitment Sunday. This allows those who were unable to attend an opportunity to respond. Intentional follow-up with those not responding on commitment Sunday is strongly recommended. This may involve personal contact, email or letters.

Pre-Commitment Sunday Activities

<u>WEEK</u>	<u>DATE</u>	<u>ACTIVITY</u>	<u>RESPONSIBILITY</u>
Week 12	_____	LEADERSHIP TEAM MEETING # 1 (Pastor, Council President, Council Person, Stewardship Team Leader)	
		Opening devotion	Pastor
		Overview of council vision and goals for effort	Council President
		Discuss potential objectives and outcomes	Leadership Team
		Present stewardship theme and materials	Pastor + Team Leader
		Review congregation calendar for activity dates	Pastor + Team Leader
		Identify people for Stewardship Team	Pastor + Team Leader
		Determine assignments	
		- People to coordinate activities	Pastor
		- People to invite to Stew. Team Meeting #1	Team Leader
		- Materials for meeting	Team Leader
Week 9	_____	STEWARDSHIP TEAM MEETING # 1	
		Opening devotion	Pastor
		Introduce stewardship materials	Team Leader
		Review materials (activities, letters, talks, inserts)	Team Members
		Agree on theme and date for Commitment Sunday	Team + Pastor
		Discuss goals, objectives and outcomes	Team + Pastor
		Review potential elements to use	Team Members
		Develop response calendar/timeline	Team
		Identify additional people for Stewardship Team (At least a third of Stewardship Team under age of 40)	Team Members
		Select a date for next Stewardship Team meeting	Team Members
		Determine individual assignments next meeting	Team

<u>WEEK</u>	<u>DATE</u>	<u>ACTIVITY</u>	<u>RESPONSIBILITY</u>
Week 7	_____	STEWARDSHIP TEAM MEETING # 2 Opening devotion (Select Macedonia Bible Study) Review current financial status including <ul style="list-style-type: none"> - Monthly and Year-to-Date Statements - Congregational Trend Report - Distribution of Giving in Congregation Overview of theme and materials for new people Finalize goals, objectives and outcomes Finalize activities and elements for weeks ahead Discuss how to introduce and communicate theme Discuss elements of response invitation Discuss content of Temple Talks Report progress on coordination with other ministries in congregation Review response calendar/timeline Identify additional people for Stewardship Team Select a date for next Stewardship Team meeting Determine individual assignments	Team Leader Treasurer Council President Financial Secretary Team Leader Team Team Team Team Team Team Team Pastor + Team Leader Team Team Team Members Team
Week 5	_____	Update congregation roster and addresses Review and finalize letters, inserts, talks Submit article for newsletter Finalize plan for activities Finalize focus of Sermon Series Recruit Leaders for talks	Secretary Team Member(s) Team Member Team Member(s) Pastor Team Leader
Week 4	_____	STEWARDSHIP TEAM MEETING # 3 Opening devotion (Select Macedonia Bible Study) Overview of progress and activities Finalize elements of response invitation Align goals, objectives, outcomes and activities Finalize details on activities Review response calendar/timeline Select date for next Stewardship Team meeting Determine individual assignments	Team Member Team Leader Team Team Leader Team Team Leader Team Members Team
Week 3	_____	SUNDAY WORSHIP Theme visuals in sanctuary and narthex Temple Talk #1 – Introduction to theme & principles Activities as planned (e.g., Bible Study) Mail Letter #1 – Introduce Theme	Team Team Member Team Team Leader
Week 2	_____	SUNDAY WORSHIP Additional theme visuals (Optional) Temple Talk #2 – Principles for giving Bulletin Insert or Bookmarks – Principles Stewardship Sermon (Optional) Mail Letter #2 – Case for Ministry Monitor progress on activities	Team Member Secretary Pastor Council President Team
Week 1	_____	SUNDAY WORSHIP Additional theme visuals (Optional) Temple Talk #3 – Case for Ministry Stewardship Sermon Mail Letter # 3 – Why Make a Commitment + Card Monitor progress of activities	Leader/member Pastor Pastor Team

<u>WEEK</u>	<u>DATE</u>	<u>ACTIVITY</u>	<u>RESPONSIBILITY</u>
Week 0	_____	SUNDAY WORSHIP and COMMITMENT Commitment Sunday Sermon Invite Faith Commitments Prayers of Thanksgiving Celebration Prayer/Meal (Optional)	Pastor or Guest Pastor or Guest Council Member Team

POST-COMMITMENT SUNDAY ACTIVITIES

Week 1	_____	STEWARDSHIP MEETING #4 Opening devotion (Select a Macedonia Bible Study) Summary <ul style="list-style-type: none"> - Report on responses - Identify households for follow-up - Feedback from individuals - Observations and learnings over 4 weeks Assess progress to goals, objectives, outcomes Review plan for follow-up Group 1 = Households making commitment Group 2 = Households with no commitment <ul style="list-style-type: none"> a. Leader in congregation b. Commit and gave in past c. No Commit, but gave in past d. Commit, but not give in past e. No record of contribution Mail Letter # 4 – Group I (email optional) Thank You for Your Response Mail Letter # 5 – Group II (email optional) Reminder to Make a Response Appreciate those serving on Stewardship Team Discuss next steps for Stewardship Team Identify people to add to Stewardship Team Select a date for next Stewardship Team meeting Determine individual assignments	Team Member Financial Secretary Financial Secretary Team Members Team Members Team Leader Team Leader Pastor + Council President Team Leader Team Leader + Pastor Team Team Team Members Team
Week 2	_____	SUNDAY WORSHIP Temple Talk # 4 – Announce Results Respond to Letter # 5 or emails Response update to Stewardship Team Leader Draft response overview and summary	Team Member Team Members Financial Secretary Team Leader
Week 3	_____	SUNDAY WORSHIP and DEDICATION OF RESPONSES Dedicate responses through prayer Announce response results to congregation Submit newsletter article – result and feedback Mail Letter #6 – Appreciation to Stewardship Team	Pastor Team Leader Team Leader Team Leader
Week 4	_____	LEADERSHIP TEAM MEETING # 2 Opening devotion Review council vision and goals for effort Present response overview and summary Assess progress to goals, objectives, outcomes Assess response to theme and materials Assess collaboration with other ministries Identify next steps for Stewardship Ministry	Pastor Council President Stewardship Team Leader Leadership Team Leadership Team Pastor Leadership Team

Identify people for Stewardship Team and leadership development
Review congregation calendar for future stewardship activities

Leadership Team

Pastor + Team Leader