



# *The Stewardship Toolkit*

## General Instructions

Each month a set of comprehensive materials will be available at the [Parish Resource Center](#). It may be a good idea to provide other members responsible for various parts of your stewardship ministry with the Username and Password to your account at the *Parish Resource Center*.

These materials may be customized and re-printed up the number of members you stipulated when you ordered. The materials come in three formats:

- † **Microsoft Word** for easy editing and customization. Add the church logo or local thoughts and references.
- † **Adobe Acrobat** for simple printing and copying/pasting into other documents you create.
- † **Jpeg image file** as the high-resolution theme image file each month.



The “Annual Plan” (attached) shows which materials will be available each month. It is a good idea to review this periodically in order to anticipate any scheduling needs of Bible study group meetings, printing deadlines, etc.

### Monthly Communications

If you have elected to include one of our monthly inserts in your “Toolkit,” schedule it regularly to be included in the bulletin or newsletter, (and in email or website communications if you receive the digital format).

### For Your Bulletin or Website

- † Each month includes a high resolution theme image with an appropriate caption. These can be copied/pasted into the bulletin or newsletter, or used in any other way you choose.
- † The “**Generous Reflections**” series of stewardship messages can be easily copied/pasted into your bulletin or website each week.

### For your E-mail Communications

The “*e-Stewardship*” missives can be included in mid-week emails to the congregation.

### Youth Stewardship Education

- † “*Calling All Kids*” is a handout series intended for grades K-6.
- † “*Young Stewards’ Corner*” is a handout series intended for grades 7-12.

### Adult Stewardship Education

- † Each month you will receive a devotional meditation on stewardship that can be handed out to the entire congregation or used in smaller groups.



- ✝ “*Money Matters*” is a handout series to help people understand the concepts of personal financial stewardship from a practical and biblical perspective for the entire congregation or used in smaller groups.

### **Letters from the Pastor**

You have ten letters to choose from throughout the year. Have the pastor edit them to provide personal tone and style, local references, in addition to the church logo, etc.

### **Bible Studies**

Schedule Bible study groups once a quarter to get a deeper understanding of true generosity.

### **Stewardship Sermons**

Four sermons on stewardship are provided for the pastor to preach once a quarter.



# The Stewardship Toolkit

## Annual Stewardship Resources - Basic Plan

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>For Your Bulletin, Newsletter or Website...</b>												
Hi-res Theme Image and caption	†	†	†	†	†	†	†	†	†	†	†	†
<i>Generous Reflections</i>	†††††	†††††	†††††	†††††	†††††	†††††	†††††	†††††	†††††	†††††	†††††	†††††
<i>Extras: "Catch-up Sunday" Bulletin Message</i>								†				
<i>Extras: "Catch-up Sunday" Newsletter Note</i>								†				
<b>For Your Email Communications...</b>												
eStewardship Mid-week Thoughts	†††††	†††††	†††††	†††††	†††††	†††††	†††††	†††††	†††††	†††††	†††††	†††††
<b>Youth Stewardship Education...</b>												
<i>Calling all Kids (Grades K-6)</i>	†	†	†	†	†	†	†	†	†	†	†	†
<i>Young Stewards' Corner (Grades 7-12)</i>	†	†	†	†	†	†	†	†	†	†	†	†
<b>Adult Stewardship Education...</b>												
<i>Devotional Meditation</i>	†	†	†	†	†	†	†	†	†	†	†	†
<i>Money Matters (Personal Financial Stewardship)</i>	†	†	†	†	†	†	†	†	†	†	†	†
<b>Letters from the Pastor...</b>												
<i>To Accompany Year-end Financial Statement</i>	†											
<i>Easter Letter</i>			†									
<i>To Accompany 1st Quarter Financial Statement</i>				†								
<i>Summer Letter</i>						†						
<i>To Accompany 2nd Quarter Financial Statement</i>							†					
<i>"Catch-up Sunday" Letter</i>								†				
<i>End of Summer Letter</i>									†			
<i>To Accompany 3rd Quarter Financial Statement</i>										†		
<i>Thanksgiving Letter</i>											†	
<i>Christmas Letter</i>												†
<b>Bible Studies (with answer guide)</b>												
	†			†			†			†		
<b>Stewardship Sermons</b>												
		†			†			†			†	