CHRISTIAN STEWARDSHIP AS A WAY OF LIFE

A STEWARDSHIP MANUAL FOR INDIVIDUALS AND CONGREGATIONS
INTRODUCTION

Christian Stewardship as a Way of Life, a Stewardship Manual for Individuals and Congregations, is compiled by the Stewardship and Development Commission of the Episcopal Diocese of Southern Ohio.

Section 1 provides the basics of Christian stewardship. It along with many of the resources provided in section 2 will be of value to individuals who are considering and praying about how their stewardship affects or reflects their relationship with God.

Section 2 outlines a good Christian stewardship year-round program. It includes some resources and many references to books, articles and web sites that will be helpful to congregations developing stewardship programs. Included in section 2 is a guide for congregations planning visitation programs which is based on tried and true experience.

Material in this manual will be kept up to date by the Stewardship and Development Commission and may be downloaded from http://www.stewardship.diosohio.org This manual may be copied for your use.

ACKNOWLEDGMENTS

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SECTION ONE

WHAT IS

CHRISTIAN

STEWARDSHIP?

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WHAT IS CHRISTIAN STEWARDSHIP?

Christian Stewardship begins with the recognition that life is a gift from God, that this gift is given to us by God, and that God is a generous giver. When we have this understanding at the very heart of our lives, we see everything in terms of gifts received and gifts to be given. All that we are and all that we have – our lives, intelligence, creativity, sensibilities and abilities – are gifts from God. Thus we are called to be a grateful, responsive and responsible people.

Christian Stewardship involves all of us and all that we have. How we live our lives affects our relationship with God. Thinking of stewardship in terms of time, talent and treasure helps us focus and apply the concept of stewardship to our lives. How we use our time for God’s service, for work, for the care of others or the care of ourselves is all a matter of stewardship. How we use our talents, whether driving, cooking, teaching, building or just making a call to check-in, is a matter of stewardship. And finally, there is the issue of treasure. We are invited to come into a relationship with God, the owner and generous giver of all that we have, through our giving. Being intentional in our giving, and recognizing that we are giving back to God, consciously making choices on how we “spend” what has been given to us, are matters of stewardship.

As John Westerhoff concludes in his book *Grateful and Generous Hearts*, “Stewardship is not a program or campaign, it is not about raising money for the church budget; it is a way of life that issues forth naturally from Christian faith and spiritual life."

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1 Westerhoff, John. *Grateful and Generous Hearts*, etc.
STEWARDSHIP AND SCRIPTURE

The foundations of Christian Stewardship can be found in the Bible – both the Hebrew Scriptures (Old Testament) and the New Testament. The scriptures tell the story of God and God’s ongoing relationship with humankind. That story begins with creation in Genesis 1. We read in the first sentence that God created the heavens and the earth. God created everything, and it was good.

Later in the story God created humankind in God’s image, and the story of our creation is longer than the accounts of the creation of the sky or the waters or the other living creatures.

God created us (Genesis 1:26) and gave us dominion over everything else in the world. And God blessed us and said to us: “be fruitful…” (Genesis 1:28). It is easy to misunderstand God’s charge to those created in God’s image. “Subdue the earth, Have dominion over it” could be misinterpreted as license to exploit for our own selfish purposes the great gift we have been given. And, unfortunately, that is what has happened over the millennia and particularly in the last 200 years. God’s creation has been scarred by human needs and greed.

Genesis 1 is not a call to exploit the world; it is a charge to care for God’s creation – including ourselves. We are called to be stewards. Our stewardship of God’s creation, of God’s gifts to us, is our response to God for those gifts. And, when we reflect on all that we are, and all that we have, our response to God should naturally be one of joyful thanksgiving.

Throughout Holy Scripture we find two stewardship themes: what God has done for humankind, and our grateful response to God for God’s gifts to us. We read in both the Old Testament and the New Testament of what God has done for us. We’ve talked about creation. The Exodus, that defining moment for Judaism, was a gift of God who led them out of bondage in Egypt to freedom in the land God gave them. Our Jewish brothers and sisters give thanks to God every year for this deliverance as they celebrate the Passover.

In the New Testament, particularly in the Epistles, we read about God’s gifts to all of us. Paul says in 1 Corinthians 4:7: “For who sees anything different in you? What do you have that you did not receive and if you received it, why do you boast as if it were not a gift?”

In Ephesians 5:2 the gift and our response are summarized as follows: “And walk in love, as Christ loved us and gave himself for us, an offering and sacrifice to God.” Walking in love is our joyful and thankful response to God’s gifts to us – and particularly as Christians – God’s greatest gift to us, that of God’s son Jesus Christ.
Perhaps we have not thought of worship in terms of stewardship before, but there is a stewardship of worship. First of all, we attend church on Sunday when we are able. And some people’s schedule even allows them to attend on weekdays. But how do we attend? Are we really participating or are we more like spectators? At the end of the prayers do we respond with a loud and hearty amen, or is it a weak, barely audible response? Do we join in singing, even if we sound like a bullfrog? Remember God created frogs and the sound of their croaking is pleasing to God’s ear.

Some of us may see our role in liturgy as that of being an attentive and prayerful participant. For one reason or another we are more comfortable in the pew than in front of the congregation. But as time passes and we become more familiar with the order of the services, we might consider offering our talents as acolyte, usher, greeter, altar guild, choir, reader, chalice bearer, etc.

If we are not regular in attending church, have we ever given any thought to the effect that our absence has on the other members of the congregation? Public worship, liturgy, is “the work of the people”. Our church community is part of the family of God. We all know that at the time of a family gathering for a holiday, the family does not feel complete if a member is missing.

The same is true of our faith family. If we choose not to attend church on a particular Sunday, there is something missing from the corporate worship of the congregation. How seriously do we take our responsibility to be present for the public worship of the community?

Aside from the public worship of the liturgy, we are also called to private prayer and devotion as part of our stewardship of worship. The Book of Common Prayer contains a section of daily devotions that can be used by families and individuals. Forward Movement Publications publishes booklets for daily scripture reading and reflection called Forward Day by Day.

Can we put aside time and place each day for prayer at home?
STEWARDSHIP AND THE OFFERTORY

There are many ways to give thanks to God for what God has done for us – and prayer and praise are at the heart of our response to God. That is why we Christians gather together Sunday after Sunday “in the presence of Almighty God our Heavenly Father to render thanks for the great benefits we have received at his hands, to set forth his most worthy praise, to hear his holy Word…” (Book of Common Prayer, p. 41).

Literally in the center of our weekly corporate worship is that liturgical action we call the offertory. After we gather, after we read and reflect on God’s word, after we pray for others and after we confess our sins and receive God’s blessed assurance, we give thanks.

We give thanks by bringing before God the offerings of our labor. We bring forth bread from the earth and wine, the fruit symbols of how we have used our hands and hearts and in our modern culture the main symbol of the fruits of our money.

The offertory is thought by some to be the original and central act of Christian worship, which has its roots in the biblical tradition. Again we turn back to Genesis. In Genesis 4:3 we read that Cain brought to the Lord an offering of the fruit of the ground, and Abel for his part brought of the firstlings of his flock, the fat portion. These were acts of worship. They were acts of thanks and giving. And throughout the Old Testament we find the children of Israel giving back to God in thanksgiving a portion of the gifts given to them by God.
STEWARDSHIP AND
THE BAPTISMAL COVENANT

At every Baptism and Confirmation service in the Episcopal Church, the congregation joins together in renewing their own baptismal covenant.

The Baptismal Covenant of the Episcopal Church is basically divided into two sections. In the first section we proclaim what we believe about the nature of God in a slightly modified version of the Apostles’ Creed. (The creed is divided into three questions and answers: “Do you believe in… ? I believe in…”) It is important to be able to articulate what we believe about God our Creator, Christ our Redeemer, and the Holy Spirit our Sustainer. But we also need to translate the words into response, the beliefs into action. And so the next five questions and answers offer us some guidelines for living out our beliefs.

- Will you continue in the apostles’ teaching and fellowship, in the breaking of bread, and in the prayers?
- Will you persevere in resisting evil, and, whenever you fall into sin, repent and return to the Lord?
- Will you proclaim by word and example the Good News of God in Christ?
- Will you seek and serve Christ in all persons, loving your neighbor as yourself?
- Will you strive for justice and peace among all people, and respect the dignity of every human being?

To each of these questions we respond, “I will, with God’s help.”

It has been said over the years that Christian Stewardship is a way of life. Well, living our Covenant with God, living out our baptismal covenant, is an act of stewardship, perhaps even the principal act of stewardship. For, as we have said earlier, stewardship is our joyful and grateful response to God for all of God’s gifts to us: the wonders of creation, the gifts each of us have been given in our own lives, and the gift of God’s Son, Jesus Christ.

So, as stewards of the gifts God has given us, we individually and corporately live a life of prayer and fellowship and communion. We do all in our power to resist the bad and honor and celebrate the goodness of God’s creation. We try to model our lives after our Lord Jesus Christ, living a life of love, caring for others, loving our enemies as well as our neighbors, with the understanding that all of us, rich and poor, black and white, gay and straight, fundamentalist and liberal, Christian, and non-Christian, etc., are all created in God’s image and loved by God.
STEWARDSHIP AND EVANGELISM

The Commissioning of the Disciples  
Now the eleven disciples went to Galilee, to the mountain to which Jesus had directed them.  
When they saw him, they worshiped him; but some doubted.  
And Jesus came and said to them, “All authority in heaven and on earth has been given to me.  
Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit,  
and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age.”  
(Matthew 28 - NRSV)

Embracing the Great Commission  
November 2000

It has been said that Evangelism is stewardship of the Gospel, the acting out of the Great Commission which Jesus gave to his disciples at the end of Matthew’s Gospel. But, what is the purpose of making disciples? An excerpt from “An Outline of the Faith” in our prayer book helps us answer this question.

Q. What is the mission of the Church?  
A. The mission of the Church is to restore all people to unity with God and each other in Christ.

Q. How does the Church pursue its mission?  
A. The Church pursues its mission as it prays and worships, proclaims the gospel, and promotes justice, peace and love.

Q. Through whom does the Church carry out its mission?  
A. The Church carries out its mission through the ministry of all its members.  

- Catechism, Book of Common Prayer, p. 855

Matthew, Mark, Luke and John – the pseudonymous writers of the four gospels – were evangelists, and their primary mission was to proclaim by word and example the good news of God in Christ. (The word Gospel comes from an old English word meaning Good News.)

They had experienced the love of God through the Risen Christ, and as stewards of that great gift felt called to share their experience with all who could listen or read. And that is exactly what they did. As a matter of fact, that is exactly what Jesus did, as He walked throughout Judea and Galilee bringing the Good News of the kingdom of God to many men, women and children during his short earthly ministry.
There were others who experienced the Good News of God in Christ in those early years of the 1st century. Jesus’ closest disciples and St. Paul come to mind. Paul became an evangelist par excellence as his profound writings attest.

It was through evangelism that the Good News spread among the people of the Holy Land and beyond – throughout the world.

It is because of untold thousands of people who down through the centuries proclaimed by word and example, by how they lived their lives – the good news of God in Christ – that we gather week after week to worship God, Father, Son and Holy Spirit. We do so because of the witness and proclamation of those who have gone before us and because we have come to believe that what they proclaimed was true.

Now we are called to do as they have done. And that call is repeated every Sunday as we pray together:

> Send us into the world in peace, and grant us strength and courage to love and serve you with gladness and singleness of heart. (Book of Common Prayer, p. 365)

The alternative prayer after communion is perhaps a bit more direct:

> And now, Father, send us out to do the work you have given us to do, to love and serve you as faithful witnesses of Christ our Lord. (Book of Common Prayer, p. 366)

Yes, Evangelism is indeed stewardship of the Gospel, and all of us are called to be good stewards of that Good News. When we renew our baptismal covenant at baptisms and confirmations, the question is asked of each and every one of us:

> Will you proclaim by word and example the Good News of God in Christ?

We respond, “I will, with God’s help.”
STEWARDSHIP AND OUR CONGREGATIONAL LEADERSHIP
The leaders of our congregation -- clergy and lay -- are the chief stewards of the life and ministry of our congregations. They are stewards of the trust given them by the congregation.

**Clergy** The ordination services for deacons and priests outline very clearly the charge to our clergy. Clergy are raised up to their ordained ministry by God’s call and by affirmation of the wider community as well. And at their ordinations they make promises before God and the assembled community as to how they will live their lives as deacons or priests. The living out of these ordination vows is an act of stewardship, for the clergy are acting as stewards of the trust put in them by God, by the bishop, by the congregation, and by their friends and family. (see the Examination, Book of Common Prayer, pp.543-4 and pp.531-532)

**Wardens and vestry/mission councils and treasurers** These are the elected leaders of our congregations who work together with each other and the clergy to guide the congregation in its mission and ministry to the members of the congregation and to the wider community. They are, for example, entrusted with the management of the funds, pledges, and bequests given to the church. They are entrusted with the care of the church building and property. We, the congregation, have elected them to act on our behalf, so they are stewards of the trust they have been given.

Holy Family Episcopal Fellowship, Harrison, Ohio
STEWARDSHIP AND OUR DIOCESAN LEADERSHIP

Just as our congregational leaders are called to be good stewards of the trust given them, so too are the leaders of our diocese.

**Our Bishops** The bishops are called to be chief pastors of the people of our diocese. Theirs is an administrative, liturgical, and pastoral role, and the specific trust or charge given to bishops is outlined in the *Book of Common Prayer, pp. 517-18.*

![Bishops](image)

**Diocesan Convention and Diocesan Council** These two bodies have a role similar to that of a vestry or mission council but on a larger scale. The Council presents the annual budget of the diocese to convention for study, debate, and approval. The convention sets the tone of ministry in the life of our diocese.

**Diocesan Commissions and Task Forces** These groups are called to carry out specific ministries in the name of the people of the diocese and of our Lord Jesus Christ. They are called to be good stewards of these specialized ministries through and reflected in their prayerful commitment of time and talent.

**Stewardship and the Diocesan Mission Share** As parishioners we are asked to pledge a portion of our financial assets to God through the ministry of our congregation. Each congregation is also called to give a percentage of its annual income to God through the ministry and mission of the diocese. Our diocese supports not only the diocesan staff but many of our smaller congregations as well. But the mission of our diocese extends beyond the boundaries of Southern Ohio. Part of the monies we give to our congregations is in turn given to the diocese which in turn gives to the mission and ministry of the Episcopal Church at a national and worldwide level.
SECTION TWO

PRACTICING YEAR-ROUND STEWARDSHIP
Developing Year-Round Stewardship for Your Church

Scripture

1 For everything there is a season, and
2 a time for every matter under heaven:
3 a time to be born, and a time to die;
4 a time to plant, and a time to pluck up what is planted;
5 a time to kill, and a time to heal;
6 a time to break down, and a time to build up;
7 a time to weep, and a time to laugh;
8 a time to mourn, and a time to dance;
9 a time to throw away stones, and a time to gather stones together
10 a time to embrace, and a time to refrain from embracing;
11 a time to seek, and a time to lose;
12 a time to keep and a time to throw away.

Ecclesiastes 3: 1-6

Reflection

Stewardship is what we do, all of the time, with everything God has given us.

Details

A. Value of a Year-Round Stewardship Program

- Provides the opportunity to teach the essence of stewardship to all members of the congregation
- Keeps the stewardship message in front of people all year long
- As new members join the church, they may participate in the Stewardship Program at whatever stage it is in
- Helps people answer the question, “Why do I give?” before they try to answer the question, “How much should I give?”

B. Stewardship Education is Important Both for Adults and Children

- Stewardship education is not just for adults!
- Include well written articles on stewardship in monthly newsletters and bulletin boards
- Start planting the stewardship seeds early in life
- Parents can learn from children and children can learn from parents
- Work closely with Sunday School teachers

C. Important Elements in a Year-Round Stewardship Program

- Raising awareness of different areas of stewardship
- Taking advantage of the opportunity to educate about stewardship
- Providing an opportunity to act in each area
- Keeping each part of the program separate at the same time you are tying the program together as a whole
- Celebrating that which has been accomplished
D. Suggested Themes for a Year-Round Stewardship Program

- Stewardship of Our Income
- Stewardship of Our Estate
- Stewardship of Our Time and Talents
- Stewardship of Our Environment

E. Consider the Calendar for Year-Round Stewardship

- Seasonal – Spring, Summer, Autumn, Winter
- Church Calendar – Advent-Epiphany, Lent-Easter, Pentecost (two themes in Pentecost)
- Does Stewardship of Income need to be timed before budget preparation?
- Can Stewardship of Time and Talents mesh with reorganization or start up of new committees?
- Can Stewardship of the Environment coincide with Earth Day (April 22)?
- Stewardship of Time and Talent (gifts) might fit well with Pentecost

F. Practical Tips

- Form a committee and delegate responsibilities to avoid undue stress and burnout. You need a Stewardship team that is willing to operate all year.
- Appoint a chairperson with a specific term length. Sometimes the same person does the same job year after year after year. That can be very tiring to the person and even to the congregation.
- Make Bible Study of stewardship passages a regular part of each committee meeting.
- It will be more manageable if you have different people working on separate parts of the year-round program because the work does overlap.
- You should implement the program in stages, not all at once (for your own sanity as well as bringing the congregation along with you in this endeavor.)
- This program takes a firm commitment over a several year period to make it work well, but once it is in place you will be glad you spent the time to do it.
- To be effective, begin planning several months in advance, map out what you want to do and when. Time lines are helpful.
- Take a month off - maybe two (December, July)
- Clergy and Vestry or Mission Council need to be actively supporting the stewardship program. Work closely with them. They should develop and publish to the congregation a statement on stewardship.
- Work closely with support staff. Make sure your secretarial help, paid or volunteers, know what assistance you will need from them and when you will need it. Give them plenty of advance notice.
- Communicate, Communicate, And Communicate! Keep the congregation informed about who, what, where, when, and why; through newsletters, verbal announcements, posters, etc.
G. Take advantage of available resources.

- The Diocesan Stewardship and Development Commission is ready, willing and able to work with your congregation.
- Attend stewardship workshops offered by our diocese.
- Compare notes with colleagues from other congregations in our diocese or with other churches in your local community.
- The Office of Stewardship of the Episcopal Church (800-334-7626, or www.ecusa.anglican.org) has resources for your review and use.
- The Episcopal Network for Stewardship (TENS) on the internet (www.tens.org) is an excellent source of stewardship tools.
- There are loads of good books on stewardship which can be found through the internet, or at religious bookstores.
- Following this page are the resources listed below:
  - Books for Year-Round Stewardship
  - Additional Stewardship Books
  - “The Bible and Christian Stewardship,” giving a number of scripture selections for stewardship Bible study or for use in worship
  - Leading a Stewardship Bible Study
  - Samples from “GOD FIRST, 52 Reproducible Stewardship Bible Studies”
  - A sample of a stewardship newsletter
  - A statement from the Vestry Handbook
  - Directory of Stewardship and Development Commission members
Books for Year Round Stewardship

More Blessed to Give  The Rt. Rev. John H. MacNaughton
John H. MacNaughton, retired Bishop of the Episcopal Diocese of West Texas, provides deeper insights and resources for motivating total involvement in stewardship as an active, ongoing manifestation of Christian life. The book serves as a concise guide to all aspects of the theology and practice of stewardship on a year-round basis.

Grateful and Generous Hearts  The Rev. Dr. John H. Westerhoff
Reverend Westerhoff provides a delightful 40 page booklet that gets right to the heart of stewardship. This is perfect for use with vestries and mission councils, stewardship committees, parish study groups, or for individual study.

Don’t Shoot the Horse ’Til You Know How to Drive the Tractor  Herb Mather
(Moving from Annual Fund Raising to a Life of Giving)
A straightforward guide to moving from annual fund raising campaigns (aka EMC) to a life of giving. Herb Mather looks to the future and sees a congregation where giving is a natural but non-intrusive year round endeavor. He shows how to lead a congregation toward this way of life by defining mission, expanding leadership, forming new members, telling stories in preaching, and staying in touch with key moments in the life of both the giver and congregation.

Offering Meditations  Ray Miles
These meditations are designed to be used in support of year – round stewardship. They can be read during the service or used in a church bulletin or newsletter.

God First: 52 Reproducible Stewardship Bible Studies  Gerald W. Keucher
For those who want the “how to” made easier in leading a Bible study, these passages focus on stewardship and have questions for sharing as well as a closing prayer. Great for use in vestry, mission council, committee, or commission meetings.

Remember the Future  Gerald W. Keucher
An excellent primer on management of church assets; buildings, endowments, use of building space by others, and stewardship of money. Churches are perpetual institutions, I do not mean that they will last forever, but we must act as if they will. Good advice on annual giving, capital giving, and planned giving. Most of us received the gift of faith because we were already acting as if we had it. Put your money where you want your heart to rest, and your heart will move there. Regular attendance and involvement leads to the gift of faith, and regular and generous giving leads to understanding of spiritual stewardship.
Additional Stewardship Books

Afire with God: Spirit-ed Stewardship for a New Century  Betsy Schwarzentraub

Spirit-ed stewardship is not a method or a formula but a Spirit-led lifestyle based on the activity of God. Schwarzentraub invites us to rethink our identity and ministry as the body of Christ.

Cherish the Gift: A Congregational Guide to Earth Stewardship  Cindy Ubben Causey

Cherish the Gift opens the door to churches that are interested in beginning a deliberate program of environmental stewardship and serves as a basis for dialogue within congregations and denominations on the role of the church as true keepers of creation. It includes tips for use at home, a checklist at the end of each chapter, and a list of resources for additional information.

Choices & Challenges: Stewardship Strategies for Youth  Dan R. Dick

This text has been written for use in a youth group setting to aid in the understanding of stewardship. It provides themes with related dilemmas, biblical reflections and practical applications.

Creating a Climate for Giving  Donald W. Joiner

People need to give. Christian stewards want to give. How can church leaders help stewards respond to the call of God in their lives? Donald Joiner challenges church leaders to take responsibility not only for managing the finances of the church, but also for creating Christian philanthropists.

50 Ways You Can Save the Planet  Tony Campolo & Gordon Aeschliman

A gift to us from God, our planet is rich in beauty and resources. But today it is also in danger from neglect and exploitation, and its only hope for recovery lies with us. This Christian perspective on environmental issues presents small- to large-scale suggestions for action and lists sources of more information, including addresses.

Generous People  How to Encourage Vital Stewardship  Eugene Grimm

"Stewardship is a Biblical imperative for all Christians. . . . Grimm cuts through the clouds of confusion that surround this subject. His down-to-earth prescriptions (1) move us beyond the myths so prevalent in stewardship, (2) help us know how to organize, energize, and equip local stewardship leaders, and (3) enable us to see how we can effectively execute stewardship programs in churches of every size."--Herb Miller (from the Foreword).
Giving and Stewardship in an Effective Church: A Guide for Every Member
Kennon L. Callahan

This complete guide to giving and stewardship asserts that money is not the first issue of stewardship. Callahan shows that a church needs a clear sense of mission in the local community to be successful in fund-raising and illustrates the six sources of giving available to a congregation and the five major motivational resources that help people give generously.

The Good Book  Reading the Bible With Mind and Heart  
Peter J. Gomes

Peter Gomes, the minister of Memorial Church at Harvard, shows how to read the Bible and what it says about the topics that concern us all, including joy, suffering, evil, and goodness. The contents include chapters on the Bible and the Good Life as well as the Bible and Wealth. With compassion, humor, and insight, he gives readers the tools and understanding they need to make the ancient wisdom of the Bible a dynamic part of their modern lives.

Investing Your Life in Things That Matter  
Linda R. McGinn

Most Americans live their lives in pursuit of material wealth. But there are more important investments--the eternal values, relationships, and pursuits that make life meaningful and significant. Linda McGinn shows how to focus time and energy on investment goals that pay eternal dividends, whether you earn $10,000 a year or $100,000.

Much More Than Giving  
Roy Bleick

Provides a meaningful essay on stewardship with sermon studies and outlines as well as Bible studies. A good resource for preaching Christian Stewardship.

On the Pilgrim’s Way  Christian Stewardship and the Tithe  
John K. Brackett

On the Pilgrim’s Way explores the theology of the tithe in Scriptures and the Parables of Jesus, and discusses the practice of tithing as understood through covenant theology. Brackett writes “Stewardship is a lifestyle, a theological form of self and corporate management.”

One Minute Stewardship Sermons  
Charles Cloughen

Short, concise, inspirational meditations that can be used to explore the many aspects of stewardship throughout the year. These sermons can be used at the offertory each Sunday, incorporated into the regular sermon, or printed in the bulletin.
Canadian author O’Hurley-Pitts clearly states the need for our churches to reclaim and focus on the basic principles of Christian Stewardship, giving of our time, talent and treasure in gratitude for God’s gifts to us. For those who have been looking at stewardship through the lens of traditional secular fund-raising techniques, this will require a change of mind and heart, but a change which will have long term positive effects on the building of God’s Realm.

Revolutionizing Christian Stewardship

Dan R. Dick

Discover a viable alternative to a church driven by structure or budgets. The central message of this book is Christian Stewardship begins with God at the center – any other focus is misconceived.

Right on the Money: Messages for Spiritual Growth through Giving

Brian Bauknight

Here are sixteen messages, grouped in four areas (Basic Christian Formation, Toward Tithing, Capital Campaigns, and Words of Encouragement), that reconnect stewardship with the candor and biblical depth of Christian spiritual formation. Leaders of stewardship ministries throughout the church will find these messages rich in ideas and insights that are right on the money.

With Generous Hearts How to Raise Capital Funds

Glenn N. Holliman and Barbara L. Holliman

How to raise capital funds for your church, church school or regional church body.
The Bible and Christian Stewardship
(The Tithe and Proportionate Giving – Selected Passages from Scripture)

I. God's Gifts to Humankind – What God Has Done For Us

A. Selections From the Old Testament

(Genesis 1:26-31) 26Then God said, "Let us make humankind in our image, according to our likeness; and let them have dominion over the fish of the sea, and over the birds of the air, and over the cattle, and over all the wild animals of the earth, and over every creeping thing that creeps upon the earth." 27So God created humankind in his image, in the image of God he created them; male and female he created them. 28God blessed them, and God said to them, "Be fruitful and multiply, and fill the earth and subdue it; and have dominion over the fish of the sea and over the birds of the air and over every living thing that moves upon the earth." 29God said, "See, I have given you every plant yielding seed that is upon the face of all the earth, and every tree with seed in its fruit; you shall have them for food. 30And to every beast of the earth, and to every bird of the air, and to everything that creeps on the earth, everything that has the breath of life, I have given every green plant for food." And it was so. 31God saw everything that he had made, and indeed, it was very good. And there was evening and there was morning, the sixth day.

(Deuteronomy 8:7-20) 7For the Lord your God is bringing you in to a good land, a land with flowing streams, with springs and underground waters welling up in valleys and hills, 8a land of wheat and barley, of vines and fig trees and pomegranates, a land of olive trees and honey, 9a land where you may eat bread without scarcity, where you will lack nothing, a land whose stones are iron and from whose hills you may mine copper. 10You shall eat your fill and bless the Lord your God for the good land that he has given you. 11Take care that you do not forget the Lord your God, by failing to keep his commandments, his ordinances, and his statutes, which I am commanding you today. 12When you have eaten your fill and have built fine houses and live in them, 13and when your herds and flocks have multiplied, and your silver and gold is multiplied, and all that you have is multiplied, 14then do not exalt yourself, forgetting the Lord your God, who brought you out of the land of Egypt, out of the house of slavery, 15who led you through the great and terrible wilderness, an arid wasteland with poisonous snakes and scorpions. He made water flow for you from flint rock, 16and fed you in the wilderness with manna that your ancestors did not know, to humble you and to test you, and in the end to do you good. 17Do not say to yourself, "My power and the might of my own hand have gotten me this wealth." 18But remember the Lord your God, for it is he who gives you power to get wealth, so that he may confirm his covenant that he swore to your ancestors, as he is doing today. 19If you do forget the Lord your God and follow other gods to serve and worship them, I solemnly warn you today that you shall surely perish. 20Like the nations that the Lord is destroying before you, so shall you perish, because you would not obey the voice of the Lord your God.

(Deuteronomy 26) When you have come into the land that the Lord your God is giving you as an inheritance to possess, and you possess it, and settle in it, 2you shall take some of the first of all the fruit
of the ground, which you harvest from the land that the Lord your God is giving you, and you shall put it in a basket and go to the place that the Lord your God will choose as a dwelling for his name. 3 You shall go to the priest who is in office at that time, and say to him, “Today I declare to the Lord your God that I have come into the land that the Lord swore to our ancestors to give us.” 4When the priest takes the basket from your hand and sets it down before the altar of the Lord your God, 5 you shall make this response before the Lord your God: “A wandering Aramean was my ancestor; he went down into Egypt and lived there as an alien, few in number, and there he became a great nation, mighty and populous. 6 When the Egyptians treated us harshly and afflicted us, by imposing hard labor on us, 7 we cried to the Lord, the God of our ancestors; the Lord heard our voice and saw our affliction, our toil, and our oppression. 8 The Lord brought us out of Egypt with a mighty hand and an outstretched arm, with a terrifying display of power, and with signs and wonders; 9 and he brought us into this place and gave us this land, a land flowing with milk and honey. 10 So now I bring the first of the fruit of the ground that you, O Lord, have given me.” You shall set it down before the Lord your God and bow down before the Lord your God. 11 Then you, together with the Levites and the aliens who reside among you, shall celebrate with all the bounty that the Lord your God has given to you and to your house. 12 When you have finished paying all the tithe of your produce in the third year (which is the year of the tithe), giving it to the Levites, the aliens, the orphans, and the widows, so that they may eat their fill within your towns, 13 then you shall say before the Lord your God: “I have removed the sacred portion from the house, and I have given it to the Levites, the resident aliens, the orphans, and the widows, in accordance with your entire commandment that you commanded me; I have neither transgressed nor forgotten any of your commandments: 14 I have not eaten of it while in mourning; I have not removed any of it while I was unclean; and I have not offered any of it to the dead. I have obeyed the Lord my God, doing just as you commanded me. 15 Look down from your holy habitation, from heaven, and bless your people Israel and the ground that you have given us, as you swore to our ancestors—a land flowing with milk and honey.” 16 This very day the Lord your God is commanding you to observe these statutes and ordinances; so observe them diligently with all your heart and with all your soul. 17 Today you have obtained the Lord’s agreement: to be your God; and for you to walk in his ways, to keep his statutes, his commandments, and his ordinances, and to obey him. 18 Today the Lord has obtained your agreement: to be his treasured people, as he promised you, and to keep his commandments; 19 for him to set you high above all nations that he has made, in praise and in fame and in honor; and for you to be a people holy to the Lord your God, as he promised.

(1 Chronicles 29:10-14) Then David blessed the Lord in the presence of all the assembly; David said: “Blessed are you, O Lord, the God of our ancestor Israel, forever and ever. 12 Yours, O Lord, are the greatness, the power, the glory, the victory, and the majesty; for all that is in the heavens and on the earth is yours; yours is the kingdom, O Lord, and you are exalted as head above all. 13 Riches and honor come from you, and you rule over all. In your hand are power and might; and it is in your hand to make great and to give strength to all. 14 And now, our God, we give thanks to you and praise your glorious name. 15 But who am I, and what is my people, that we should be able to make this freewill offering? For all things come from you, and of your own have we given you.”

B. Selections From the New Testament

(John 3:16) For God so loved the world that he gave his only Son, so that everyone who believes in him may not perish but may have eternal life.
(Romans 6:23) For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord.

(1 Corinthians 2:12) Now we have received not the spirit of the world, but the Spirit that is from God, so that we may understand the gifts bestowed on us by God.

(1 Corinthians 4:7) For who sees anything different in you? What do you have that you did not receive? And if you received it, why do you boast as if it were not a gift?

(1 Corinthians 7:7) I wish that all were as I myself am. But each has a particular gift from God, one having one kind and another a different kind.

(Ephesians 2:8) For by grace you have been saved through faith, and this is not your own doing; it is the gift of God.

(James 1:17) Every generous act of giving, with every perfect gift, is from above, coming down from the Father of lights, with whom there is no variation or shadow due to change.

(1 Peter 4:10) Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received.

(Revelation 4:11) You are worthy, our Lord and God, to receive glory and honor and power, for you created all things, and by your will they existed and were created.

(Revelation 21:6) Then he said to me, “It is done! I am the Alpha and the Omega, the beginning and the end. To the thirsty I will give water as a gift from the spring of the water of life.”

II. Our Response to God - Tithing and Proportionate Giving

A. Selections From the Old Testament

(Genesis 28:20-22) Then Jacob made a vow, saying, "If God will be with me, and will keep me in this way that I go, and will give me bread to eat and clothing to wear, 21 so that I come again to my father's house in peace, then the Lord shall be my God, 22 and this stone, which I have set up for a pillar, shall be God's house; and of all that you give me I will surely give one tenth to you."

(Exodus 34:26a) The best of the first fruits of your ground you shall bring to the house of the Lord your God.

(Leviticus 27:30) All tithes from the land, whether the seed from the ground or the fruit from the tree, are the Lord’s; they are holy to the Lord.

(Deuteronomy 14:22) Set apart a tithe of all the yield of your seed that is brought in yearly from the field.

(Deuteronomy 14:23) In the presence of the Lord your God, in the place that he will choose as a
dwelling for his name, you shall eat the tithe of your grain, your wine, and your oil, as well as the firstlings of your herd and flock, so that you may learn to fear the Lord your God always.

(Deuteronomy 26:10) “So now I bring the first of the fruit of the ground that you, O Lord, have given me.” You shall set it down before the Lord your God and bow down before the Lord your God.

(Psalm 50:14) Offer to God a sacrifice of thanksgiving, and pay your vows to the Most High.

(Psalm 96:8) Ascribe to the Lord the glory due his name; bring an offering, and come into his courts.

(Psalm 116:12-19)

12 What shall I return to the Lord for all his bounty to me?
13 I will lift up the cup of salvation and call on the name of the Lord,
14 I will pay my vows to the Lord in the presence of all his people.
15 Precious in the sight of the Lord is the death of his faithful ones.
16 O Lord, I am your servant; I am your servant, the child of your serving girl. You have loosed my bonds.
17 I will offer to you a thanksgiving sacrifice and call on the name of the Lord.
18 I will pay my vows to the Lord in the presence of all his people,
19 in the courts of the house of the Lord, in your midst, O Jerusalem. Praise the Lord!

(Proverbs 3:9,10) 9 Honor the Lord with your substance and with the first fruits of all your produce; 10 then your barns will be filled with plenty, and your vats will be bursting with wine.

(Malachi 3:10-12) 10 Bring the full tithe into the storehouse, so that there may be food in my house, and thus put me to the test, says the Lord of hosts; see if I will not open the windows of heaven for you and pour down for you an overflowing blessing. 11 I will rebuke the locust for you, so that it will not destroy the produce of your soil; and your vine in the field shall not be barren, says the Lord of hosts. 12 Then all nations will count you happy, for you will be a land of delight, says the Lord of hosts.

B. Selections From the New Testament

(Matthew 6:19-24) 19 Do not store up for yourselves treasures on earth, where moth and rust consume and where thieves break in and steal; 20 but store up for yourselves treasures in heaven, where neither moth nor rust consumes and where thieves do not break in and steal. 21 For where your treasure is, there your heart will be also. 22 The eye is the lamp of the body. So, if your eye is healthy, your whole body will be full of light; 23 but if your eye is unhealthy, your whole body will be full of darkness. If then the light in you is darkness, how great is the darkness! 24 No one can serve two masters; for a slave will either hate the one and love the other, or be devoted to the one and despise the other. You cannot serve God and wealth.

(Mark 12:41-44) 41 He sat down opposite the treasury, and watched the crowd putting money into the treasury. Many rich people put in large sums. 42 A poor widow came and put in two small copper coins,
which are worth a penny. 43 Then he called his disciples and said to them, "Truly I tell you, this poor widow has put in more than all those who are contributing to the treasury. 44 For all of them have contributed out of their abundance; but she out of her poverty has put in everything she had, all she had to live on."

(Romans 12:1) I appeal to you therefore, brothers and sisters, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship.

(1 Corinthians 4:1,2) Think of us in this way, as servants of Christ and stewards of God's mysteries. Moreover, it is required of stewards that they be found trustworthy.

(2 Corinthians 8:1-12) 1 We want you to know, brothers and sisters, about the grace of God that has been granted to the churches of Macedonia; 2 for during a severe ordeal of affliction, their abundant joy and their extreme poverty have overflowed in a wealth of generosity on their part. 3 For, as I can testify, they voluntarily gave according to their means, and even beyond their means, 4 begging us earnestly for the privilege of sharing in this ministry to the saints – 5 and this, not merely as we expected; they gave themselves first to the Lord and, by the will of God, to us, 6 so that we might urge Titus that, as he had already made a beginning, so he should also complete this generous undertaking among you. 7 Now as you excel in everything – in faith, in speech, in knowledge, in utmost eagerness, and in our love for you – so we want you to excel also in this generous undertaking. 8 I do not say this as a command, but I am testing the genuineness of your love against the earnestness of others. 9 For you know the generous act of our Lord Jesus Christ, that though he was rich, yet for your sakes he became poor, so that by his poverty you might become rich. 10 And in this matter I am giving my advice: it is appropriate for you who began last year not only to do something but even to desire to do something-- 11 now finish doing it, so that your eagerness may be matched by completing it according to your means. 12 For if the eagerness is there, the gift is acceptable according to what one has--not according to what one does not have.

(2 Corinthians 9:6-12) 6 The point is this: the one who sows sparingly will also reap sparingly, and the one who sows bountifully will also reap bountifully. 7 Each of you must give as you have made up your mind, not reluctantly or under compulsion, for God loves a cheerful giver. 8 And God is able to provide you with every blessing in abundance, so that by always having enough of everything, you may share abundantly in every good work. 9 As it is written, "He scatters abroad, he gives to the poor; his righteousness endures forever." 10 He who supplies seed to the sower and bread for food will supply and multiply your seed for sowing and increase the harvest of your righteousness. 11 You will be enriched in every way for your great generosity, which will produce thanksgiving to God through us; 12 for the rendering of this ministry not only supplies the needs of the saints but also overflows with many thanksgivings to God.

(Ephesians 5:2) 2 And walk in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God.

(Hebrews 13:15-16) 15 Through him, then, let us continually offer a sacrifice of praise to God, that is, the fruit of lips that confess his name. 16 Do not neglect to do good and to share what you have, for such sacrifices are pleasing to God.
Leading a Stewardship Bible Study

Biblical Principles for Christian Stewardship

It is impossible to think about Christian Stewardship in any faithful manner without engaging Holy Scripture. Throughout the Old and New Testaments we are reminded that God is the owner and bountiful giver of both our material and spiritual wealth. Taking time to reflect on a few of these passages or inviting others to join you in Bible Study before each meeting, conference or forum can be a very rewarding way to broaden your understanding of stewardship.

The following tips and outline may be used with scripture passages from “The Bible and Christian Stewardship” or other sources of scriptures relating to stewardship.
Leading a Stewardship Bible Study

Preparation:
- Do the exercises yourself.
- Have Bibles for each participant or at least 2 per table.
- Provide copies of the exercise on the following page for everyone.
- Have pens/pencils available.

Program:
- Welcome everyone, have them introduce themselves, and pray for guidance (Proper 28, p.236 Book of Common Prayer or Prayers for guidance p. 832 Book of Common Prayer).
- Have one person read aloud a passage from the various lists in this section.
- Ask the group to identify the promise and the invitation being made in the passage.
- Ask each person to answer individually the three questions on belief, problems and change found on the sample Bible Study sheet that follows.
- Break into small groups of 4-5, if appropriate, to share personal insights.
- If time permits ask each group to share back with the larger group any insights they found. This helps build community by realizing we share many of the same fears and hopes.
- Close by asking each person to continue to think and pray about the meaning of stewardship.

Suggestions:
- Encourage everyone to participate and to speak up. Ensure that everyone has a chance to speak.
- Avoid long debates or getting entangled on the authority of scripture or defining the Biblical tithe.
- Be sure to share your personal insights, particularly if the group is quiet.
Stewardship Bible Study

Read the passage carefully and identify:

What is being promised to us in this passage?

What is the invitation being issued to us in this passage?

Then reflect on the following and note your responses:

What I really believe about my giving is...

The problems which prevent me from acting fully on the invitation are...

What would be the most significant change in my life if I overcame these problems?
The Christian Steward:
Ripe with Good Works

Ephesians 2:10

GOD'S WORD

For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do. (Ephesians 2:10)

FOR SHARING

1. What is a good work?

2. To understand the context and motivation for good works read the two verses that precede Ephesians 2:10 – Ephesians 2:8–9. What is the context and motivation? Why then does the Christian steward do good works?

3. Give some examples of "good works" that you and other Christian stewards do.

4. How can the "good works" of Christian stewards help the local congregation? the community? a neighbor? What is the ultimate purpose of a Christian's good works?

PRAYER

Almighty God, You sent Your Son, Jesus Christ, to be our Savior. Your love for us motivates us to do good works that enable us to serve You as we serve others. Guide and direct our "works" to be a blessing to others. Amen.

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(from “God First: 52 Reproducible Bible Studies)
"Therefore I tell you, do not worry about your life, what you will eat or drink; or about your body, what you will wear. Is not life more important than food, and the body more important than clothes?" (Matthew 6:25)

FOR SHARING

1. People of this world worry about food, clothes, and other material things. Why are Christians also tempted to worry about material things?

2. How can materialistic concerns keep a Christian from serving as God's good stewards?

3. What advice does Jesus give in this passage?

4. Doesn’t it stand to reason that the God who graciously gave up His only Son on the cross for you so that you might receive eternal life will also provide for you in this earthly life? Describe the promises found in 1 Corinthians 1:4-9. How does this passage encourage us to serve as God's stewards? From whom do we receive the power to serve?

PRAYER

Dear Lord, generous Father and Giver of life eternal through Christ Jesus, we are sincerely sorry that we forget You when we have need. We regret that we sometimes seek selfish solutions to what we consider needs. We thank You for teaching us not to worry about temporal life's essentials. Help us remember that You are the supplier of all gifts including the greatest gift of all - Jesus Christ, our Redeemer. Amen.

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LENT & STEWARDSHIP  
The holy season of Lent is a time of penitence and fasting according to our prayer book. It is a time of self-reflection, prayer and self-denial, a time of reading and reflecting on God’s word. This is a good time to pray and reflect on our relationship not only with our Creator and with each other, but on the Creation as well. In the first Creation story (Genesis 1) humankind was given dominion over the first. But it has become increasingly clear that over the centuries we have abused the trust God has given us. We have polluted God’s creation and continue to do so. While some prophetic and concerned folks continue to call us to account, we continue to make and sell bigger cars; we continue to pour pollutants into the air; we continue to turn farm land into cookie cutter housing developments. We continue to consume and to exploit God’s Creation. Lent is a good time for each of us to reflect on God’s Creation and our own individual roles in preserving and nurturing Creation.

1 For the beauty of the earth,  
for the beauty of the skies,  
for the love which from our birth  
over and around us lies,  
Refrain

Christ our God, to thee we raise  
this our hymn of grateful praise.

2 For the beauty of each hour  
of the day and of the night,  
hill and vale, and tree and flower,  
sun and moon, and stars of light,  
Refrain

3 For the joy of ear and eye,  
for the heart and mind’s delight,  
for the mystic harmony  
linking sense to sound and sight,  
Refrain

4 For the joy of human love,  
brother, sister, parent, child,  
friends on earth, and friends above,  
for all gentle thoughts and mild,  
Refrain

5 For the Church which evermore  
lieth holy hands above,  
offering up on every shore  
thy pure sacrifice of love,  
Refrain

6 For each perfect gift of thine  
to the world so freely given,  
faith and hope and love divine,  
peace on earth and joy in heaven,  
Refrain

STEWARDSHIP & SCRIPTURE

1 John 3:17 (3 translations)

How does God’s love abide in anyone who has the world’s goods and sees a brother or sister in need and yet refuses help? (New Revised Standard Version – NRSV)

If anyone has material possessions and sees his brother in need but has no pity on him, how can the love of God be in him? (New International Version NIV)

But whoso hath this world’s good, and seeth his brother have need, and shutteth up his bowels of compassion from him, how dwelleth the love of God in him? (King James Version KJV)

STEWARDSHIP & WORSHIP

Open, O Lord, the eyes of all people to behold thy gracious hand in all thy works, that, rejoicing in thy whole creation, they may honor thee with their substance, and be faithful stewards of thy bounty.

Prayers of the People, Rite I

St. Mark’s Episcopal Church
2151 Dorset Road, Upper Arlington, Ohio 43221
Office (614) 486-9452 Fax (614) 486-4023  email: stmarks@iwaynet.net  internet: stmarks-ua.org
Editor of Yours, O Lord! : The Rev. Bruce Smith
Stewardship Instructions Found in the Vestry Handbook
(Christopher L. Webber – 1988)

1) Chapter 3 – Finances (Pages 17 and 18)

- Parish finances begin and end with stewardship. All that we have belongs to God and is entrusted to us to use for God’s purposes. So, first, members of the parish give to the church in stewardship of their possessions, and, then, the vestry uses those offerings in good stewardship of what is given.

- The following points are intended only as a brief summary of essential matters to consider:

- The vestry should be clearly committed to a high standard of stewardship. Stewardship is, first of all, a biblical priority. Jesus talked frequently about the right use of possessions.

- Stewardship should be a year round activity.

- Stewardship giving should include not only the annual pledge but also a variety of other types of giving such as donations of time and talent, deferred giving, and bequests.

- And, finally, the vestry must practice stewardship with the resources it is given. Money must be used carefully within the parish, and the needs of others should have a high priority. Some of the strongest language in Jesus’ teaching has to do with the needs of the poor and the work of evangelism.
THE STEWARDSHIP AND DEVELOPMENT COMMISSION

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Stewardship of Income

Scripture
“So now I bring the first fruit of the ground that you, O Lord, have given me.” You shall set it down before the Lord your God and bow down before the Lord your God.
Deuteronomy 26:10

Reflection
Our gifts to God, supporting the ministries of our churches and other Christian organizations, are not a God tax or a membership fee, but rather, giving of our “first fruits” is an act of worship, reflecting God’s action in His giving to us.

Program

A. Raising Awareness and Finding a Way to Educate
- Point out and interpret stewardship themes from scriptures in sermons
- Use stewardship Bible studies in Sunday School and adult forums. (Refer to Resource Material in “Developing Year-Round Stewardship for Your Church”)
- Find ways and times for parishioners to tell their stories
- Use outside speakers to tell their stories
- Teach the concepts of proportionate giving and tithing (example in Resource Material)

B. Providing an Opportunity to Act
- Use a pledge card that reinforces the stewardship message (example in Resource Material)
- Use weekly offering envelopes that are printed with a stewardship message
- Bring pledge cards to the altar on ingathering Sunday and hold congregational celebration
- Contact new members regarding stewardship of income after they have been welcomed into the congregation

C. Tips on Stewardship of Income
- Conduct a parish self evaluation (see Resource Material)
- Try to avoid a pledge campaign based on the church’s annual budget, but provide complete and accurate information about the congregation’s finances
- Parishioners and Clergy should witness on tithing, but educate on proportionate giving without laying guilt on those who feel unable to tithe
- Vestry or Mission Council, Clergy and Stewardship Committee pledges should be made before the rest of the congregation is approached
D. Resource Material

Following this page are the resources listed below (each on separate pages for ease of your use)

- Examples of financial pledge cards
- A paper on tithing
- Sample proportionate giving letter with calculation table.
- A Congregation Self-Evaluation form
- Characteristics of a Congregation that has Adopted the Principles of Christian Stewardship
Examples of Pledge Cards

St. Luke’s Episcopal Church

Pledge of Financial Resources

Acknowledging that all I am, and all I have, comes as a gift from God, I pledge the following financial resources to GOD in support of the ministries of St. Luke’s Episcopal Church for the year 2002.

_____percent of my income, or $_______ per week, or $_______ per month,

Total Pledge for 2002 $_______

____________________________________________________

signature

☐ Please provide me with Sunday offering envelopes.
☐ Please call on me at home to discuss stewardship and St. Luke’s ministries

2002 St. James Episcopal Church Pledge Card

In appreciation for God’s love and the work of Christ’s church, and in thanksgiving for all the gifts he has given me (us), I (we) pledge the following from my (our) income:

$_______ per week; or
$_______ per month; or
$_______ per year

Name(s) ___________________________________________
Address ___________________________________________
Home Phone _____________________

☐ Please check here if you would like to receive information on deferred giving or on the St. James Legacy Society

(Pledges may be adjusted at any time due to unforeseen circumstances)
TITHING

Christian tithing means returning 10% of what we receive to God. Perhaps most importantly, it must be realized that tithing is not meant to be a legalism. Tithing is intended to be a benchmark -- a standard that can be agreed upon as a measure for Christian giving. However, recall Jesus chiding the Pharisees for following the letter of the law, but missing the spirit behind it. A giving spirit is at the heart of our relationship with God. A tithe should not be considered an absolute minimum or a maximum but a target established by God as a beginning for sharing the wealth we have received.

Tithing is also a uniform standard of giving. By focusing on returning a fair proportion of our wealth rather than looking at the "bottom line", we can all participate equally in our giving regardless of our economic background. In proportionate giving, we all share equally in showing thankfulness to God and in growing in a loving, giving relationship with Him.

We believe that in God's eyes, the percentage that we give cannot substitute for the quality of our decision about giving. When Christians make a serious prayerful decision about their giving to God, they tend to be more consistent in using what is left to accurately reflect the Christian values they hold. In effect, when we put God first in our lives, God develops within us a generous spirit. The Stewardship Commission believes that tithing is not merely a goal for giving, but a means to grow in the grace of Our Lord, Jesus Christ.

The link between faith and tithing is cyclical. It doesn't matter at what point we enter the circle, but entering the circle is critical. Our faith may lead us to tithe but in tithing we can deepen our faith. Tithing teaches us to place our commitment to God first in our lives and helps us to get our priorities straight as we let our actions demonstrate our commitment. This in turn leads to deeper faith and commitment to God. For many of us, starting to tithe or working towards a tithe helps us discover depths of faith never realized before had we not taken the risk to act first.

COMMON QUESTIONS ABOUT TITHING

How do I calculate a tithe?
Jewish and Christian tradition defines the tithe as 10% of gross income, representing the "first fruits." Gross income means before taxes or other special expenses. "First Fruits" means giving to God "off the top" -- not waiting to see what's left over.

How do I get started on a tithing program?
It's hard to become a tither instantly. It is possible, however, for each of us to come to a changed attitude about giving that will enable us to become tithers as soon as possible. This new attitude is marked by a commitment to compute one's offerings on the basis of a percentage of income.

Start by figuring out where you are now (your offering divided by your gross income). Then, in prayer, declare to God: "At this moment, I promise to give (a specified percent) of all that I receive to Your work." This might be 1%, or 2%, or 10% or 20%. If the starting point is less than 10%, then a further commitment of systematic growth toward the tithe is necessary. For example, if you're beginning at 2%, you may commit to 5% next year, 8% the following and 10% in the third year.
Make this pledge to God, and to your parish. Then, each week, or month, or however often you receive income, make the first check you write be to fulfill your pledge to God. This is a good reminder to yourself of what your priorities are, and will help you keep God first in your life.

Does all my tithe have to be to the Church?
You're asked to give of what you have been given in grateful acknowledgment that all that you have is from the Lord. Your parish church should be the principal vehicle for that giving, since that is your key Christian community, but it doesn't have to be the only one. Many people give to other Christian ministries, as well as their local parish, as part of their tithe.

However, be careful that you do not consider every "charitable organization" or "worthy cause" as part of your tithe. Examine your giving to them in the spirit of the tithe -- are you giving your money for the purpose of returning to the Lord in acknowledgment and Thanksgiving for all that He has given you? If so, it's reasonable to think of those dollars as part of your tithe.

Consider too whether your dollars are received that way. Giving to the Church, who in turn gives to others, allows your gift to minister in the name of Jesus Christ. Your gift to another organization may not be received that way, and you've missed an opportunity to witness the Good News to others.

How do I know if tithing is the standard in my church?
The National Episcopal Church has upheld the tithe, and our diocese has also. Ask your rector and your parish leaders if they personally accept this standard and are practicing it. Regardless of the answer, you'll have started a dialogue about giving that is bound to help you, and them, grow.

If you're asked by someone what the standard is, please teach them about the tithe, and tell them where you are in your practice of it. Don't boast; just tell your own story. This is how people learn about what it means to be a Christian -- and how Christians together build community and relationships, and work together to discern God's will for us.

What about tithing "time and talent" as well as "treasure"?
The Bible doesn't offer guidelines suggesting tithing of time and talent, just treasure. But this isn't because those aren't important. We are called to be stewards of ALL that God has given us -- time, talent and treasure -- as well as all that is around us in the world. Just as our faith isn't something we can do "only on Sundays," we must make God our top priority with respect to time and talent, as well as treasure, and must intentionally dedicate and use those gifts to serve and honor Him.

Of note, sometimes people think if they give more time and talent, then they can give less treasure. And occasionally people also think if they give more treasure, they don't have to give time and talent. It doesn't work that way. In all that we have, and all that we do, God asks us to keep Him at the center, and to give at all times in His name.

Why do I need to pledge? Why can't I just make my commitment and tithe as my income comes in?
For most of us, the act of writing down a pledge is a vital reinforcement of the commitment in our own minds and hearts. The act of presenting the pledge at the altar is the sacramental aspect, or "outward and visible sign," of Christian stewardship.
Your pledge is also an essential communication link between the individual Christian and the community of the Church. Without it, the community cannot safely plan the expenditures of the people's offerings. In many parishes, the church sends a periodic statement of actual offerings versus pledge to date. This is a helpful reminder to those of us whose "flesh is weak," and a highly desirable internal control on the church's bookkeeping system.

The pledge is not necessarily fixed for a year. It should be proportional to income, and therefore should be revised up or down as circumstances change.
Christian Stewardship and Proportionate Giving

"All things come of thee, O LORD, and of thine own have we given thee. Amen."
(1 Chronicles 29:14)

What is Proportionate Giving?
"Proportionate Giving," also known as “Percentage Giving,” is a practice of Christian giving in which we deliberately set aside a specific percentage (e.g. 2%, 5%, 10%, 12%, etc.) of our annual income to give to God through the ministry of our local congregation. We are giving back to God a portion of that which came from God in the first place; a portion of the blessings that God has bestowed on us. There are many ways we can offer our thanks to God, and giving from our financial resources is an important, effective and practical means of expressing our gratitude and love of our Creator, as well as for doing ministry in a broken world.

How does tithing fit in?
The Episcopal Church has long taught that the "tithe" (10% of our income), the most obvious example of proportionate giving, is the biblical standard of giving. Most of us, however, do not tithe. But, by adopting the practice of proportionate giving, we can begin moving toward the biblical tithe in our own personal giving.

Calculating your annual giving (Pledge)
First, estimate your total annual income for the coming year. Next, take your current pledge and calculate what percentage it is of your total income. Then prayerfully determine what percentage of your annual income is a responsible amount to pledge for next year. Finally, calculate the appropriate dollar amount to fill out on your Estimate of Giving card. (We have provided a worksheet on the other side of this sheet for your use.)

What happens if there are changes in my income during the year?
Remember that with proportionate giving you base your pledge on a percentage of your income and not on a set dollar amount per week or per month. If your income increases, so does your pledge payment. If your income decreases during the year, your giving should decrease by the same proportion.

As you pray about your pledge to God through the ministry we all share in the Diocese of So. Ohio we hope you will adopt the practice of proportionate giving for the coming year.

- Your Stewardship Committee

Please turn the page over for a Proportionate Giving Worksheet
Strive to Tithe: Calculating Proportionate Giving

1. Your Total Annual Income  
   Example: 50,000

2. Your total Annual Giving to your Congregation this year  
   - Regular Annual Pledge: 1,040
   - Other giving to Congregation (Bldg fund, etc.): 1,000
   - Total Giving to Church: 2,040

3. Giving as % of Total Annual Income (line 2/line 1)  
   Example: 4.08%

4. A Tithe of your Total Income would be 10% of line 1  
   Example: 5,000

5. Your Estimated Income for Next Year  
   Example: 53,000

6. Per Cent of Income You Intend to Give Next Year  
   Example: 5%  
   Planned Dollar Amount of Giving to the Church Next Year  
   - Regular Annual Pledge: 3.1%  
     Example: 1,650
   - Other Giving to Congregation (Bldg fund, etc.): 1.9%  
     Example: 1,000
   - Total Giving to Church: 5%  
     Example: 2,650

A Proportionate Giving Guide

<table>
<thead>
<tr>
<th>Annual Income</th>
<th>Giving as a Percentage of Annual Income</th>
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<tbody>
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<td>200,000</td>
<td>2,000</td>
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A Self-Evaluation of Stewardship  
In Our Congregation  
*(Part 1 – An Analysis of Past Giving in Our Congregation)*

1. What was the total number of pledging units in the congregation from whom a pledge of income was received?

2. What was the total number of potential pledging units in the congregation?

3. What was the total amount of income pledged?

4. What was the average pledge of income?  
   (Divide #3 by #1)

*Examples of the types of insights you may glean from this analysis:*  
- What percentage of our total households (potential pledgers) are currently pledging (#1 ÷ #2)? How do we address the need of more givers to give?  
- What percentage of their income are our pledgers giving (#4 ÷ estimated average income)? If it is less than 2-3%, how do we teach about proportionate giving and the tithe?  
- Are "continuing pledges" growing, and at about the rate we would expect income to grow? How do we keep encouraging people to use the principle of proportionate giving?  
- Are new pledges a significant percentage of our givers? How do we provide ongoing stewardship education as more new people come into the congregation?  
- Is the average pledge of new pledgers greater than the average pledge of continuing pledgers? Are the continuing pledgers "stuck" in old giving patterns? How do we change that?

Remember that averages can sometimes be misleading. Talk to your clergy, staff, or lay leaders to see if your insights ring true to them. Check with other parishes or missions your size to see how your Church compares.
A Self-Evaluation of Christian Stewardship
In Our Congregation
(Part II - Questions About Current Stewardship Practices in Our Congregation)

1. Have the Vestry or Mission Council members discussed their own stewardship?

2. Have they made a statement of their own commitment? Are they committed to tithing?

3. Has the Rector made clear his or her personal stewardship commitment? How has this occurred?

4. Is stewardship addressed beyond money? How is this done?

5. Are there sermons on stewardship by the Rector, other clergy, or laity?

6. What stewardship information and teaching is communicated to the parish and how is it communicated?

7. Have outside consultants or teachers been used? In what way?

8. Have home visits been a part of the stewardship education program? If so, were the callers trained in both the theology of stewardship and in how to make a call? Were the callers committed to the Vestry’s statement?

9. Has a lay visitation of the congregation been done apart from the pledging process?

10. Is the mission statement of the Congregation communicated and the financial priorities clearly articulated? What are they? How are they communicated?

11. Does the congregation use percentage goals for outreach? What is the long-range goal?

12. Is the budget formulated after pledges are received?

13. Does the congregation receive information on where resources go? Is the congregation practicing good stewardship with its resources?

14. Have there been any other financial stewardship programs, for things such as building renovation or improvements? How was this handled?

15. Are there other financial stewardship programs going on now, such as a planned giving program? How does this program fit in with annual pledging?

16. Does the congregation have income outside of pledging? How much of the congregations income comes from this source?

17. Are these outside resources used in any special way? Does the congregation know about this income and understand how it’s used?
A Self-Evaluation of Christian Stewardship
In Our Congregation

(Part III - Planning Specific Stewardship Activities for the Coming Year)

Recap your ideas in this form to wrap up your self-evaluation and to serve as a reference to plan activities for the coming year.

What are some attitudes or behaviors in my congregation that should be continued to help us keep growing as Christian stewards?

Examples:
- having people tell their personal stewardship story, including the rector and members of the Vestry or Mission Council;
- teaching and practicing percentage giving;
- having dinners where people can talk about stewardship, proportionate giving, and tithing.

What are some attitudes or behaviors in my congregation that should be stopped to help us keep growing as Christian stewards?

Examples:
- talking about stewardship as fund-raising;
- measuring results versus a dollar goal;
- visiting people only to talk about money.

What are some attitudes or behaviors in my congregation that should be started to help us keep growing as Christian stewards?

Examples:
- adopting a stewardship statement;
- talking about total year-round stewardship, not just stewardship of money;
- teaching newcomers about our stewardship standards.
Characteristics of a Congregation That Has Adopted the Principles of Christian Stewardship

(These characteristics are provided to help provide a frame of reference in your self assessment process.)

- There is only one annual appeal for local operating funds. (However, Christians who are tithing or working towards it are not to be excluded from the opportunity to make special offerings for emergencies such as disaster relief, emergency repairs to Church buildings for fire or other serious unforeseeable needs. Diocesan appeals for special funds are also welcomed.)

- The clergy and the parish or mission leadership have expressed publicly a commitment to the tithe, and are practicing it or working towards it deliberately.

- The ordinary independent parish fully supports its own expenses and gives a major amount to work outside the parish as part of its own stewardship. Such a parish does not rely on investments or outside income to support the nurture of its own congregation (clergy expenses, administration, etc.). Any such investments or outside income can be equally dedicated to God's work, but it should be dedicated to work outside the parish.

- The stewardship of money segment of the year-round stewardship program is conducted before any budget is adopted. The church member is never requested to contribute in order to meet a budget or support certain expenditures.

- The parish or mission is committed to be responsible stewards of the offerings presented by the people. Whatever the current needs, the parish must prayerfully consider God's message in this -- cut back program? close parish? some new direction? etc. There is never a follow-up "beggar's appeal."

- The congregation adopts its own standards for a percentage of income to go to work outside the parish or mission. We encourage congregations to adopt a target of 50% (25% Diocesan Asking - 25% Other).
Stewardship of the Environment

Scripture

So God created humankind in his image, in the image of God he created them; male and female he created them. God blessed them, and God said to them, “Be fruitful and multiply, and fill the earth and subdue it; and have dominion over the fish of the sea and over the birds of the air and over every living thing that moves upon the earth.” God said, “See, I have given you every plant yielding seed that is upon the face of all the earth, and every tree with seed in its fruit; you shall have them for food. And to every beast of the earth, and to every bird of the air, and to everything that creeps on the earth, everything that has the breath of life, I have given every green plant for food.” And it was so. God saw everything that he had made, and indeed, it was very good. And there was evening and there was morning, the sixth day.

Genesis 1:27-31

Reflection

Christian stewardship involves all of us and all we have. How we live our lives affects our relationship with God. Stewardship is more than the manner in which we receive gifts from God; it is how we use these gifts that we are given. We have been given the gift of our yard and we enjoy a park in our neighborhood; properly caring for these shows stewardship of these gifts.

Program

A. Raising Awareness and Finding a Way to Educate

- Look for environmental themes in the lectionary and use them in sermons
- Plan Sunday School lessons around nature and the environment, use garden or park
- Plan a clean up/fix up day and announce that this is part of Stewardship
- Hold a Pet Care lesson or forum, use Vet from your parish or a guest speaker
- Use “The Environmental Justice Covenant Congregation Program” (see Resources) as a charter for an Environmental Stewardship committee.

B. Providing an Opportunity to Act

- Projects to beautify church property, e.g. Sunday School youth can plant bulbs and flowers
- Schedule that clean up/fix up day (or more than one day)
- Start an outreach project to assist elders with Spring or Fall clean-up at their homes
- Work with local highway authorities to provide litter clean-up of a mile or two of highway or streets on an ongoing basis. (They usually provide a sign publicizing your parish name.)
- Look for something you are using that can be changed to a more environmentally friendly manner. (Do you use styrofoam cups at coffee hour?)
- Look for something out of the ordinary that can be recycled. Start a program to recycle it. (Did you know that ink jet printer cartridges can be recycled? See web resources, [www.foodforthepoor.org/recycle](http://www.foodforthepoor.org/recycle))
- Hold a yard sale to recycle household items and clothing
- Study church lighting and energy use, initiate projects to reduce energy use
- Conduct Blessing of Animals on St. Francis Day
C. Tips on Stewardship of the Environment

- The challenge is to find activities in which most people in the congregation can become involved
- Teach global issues such as global warming, fossil fuel depletion, ozone layer protection, etc., but sponsor projects with results visible to your congregation
- Tie in Stewardship of the Environment with special days such as Earth Day, Arbor day, America Recycle Day
- Keep projects and programs in manageable time frames. Life style changes occur only with awareness and practice.

D. Resource Material

- Web sites: www.episcopalchurch.org search for environmental stewardship
  www.foodforthepoor.org/recycle
  www.arborday.org
  www.americarecycleday.org,
  www.earthministry.org
- Annual “State of the World” and other publications of the Worldwatch Institute can be found at www.worldwatch.org
- There are many books available on environmental issues: “Cherish the Gift,” Causey, Judson Press, and “50 Simple Things Kids Can Do To Save The Earth,” The Earth Works Group, Andrews & McMeel Pub. are examples.
- Bible Studies: “It’s God’s World: Christians Care for Creation and Global Warming.” Available from the National Council of Churches, P.O. Box 968, Elkhart, IN 46515, 800-762-0968.
The Environmental Justice Covenant Congregation Program

Healing and Defending God's Creation

God created the earth and all that is in it and declared it good. Wondrous complexity, interdependence and beauty mark God's creation. God calls human beings to the task of stewardship - imploring them to take care of the earth respectfully for its own sake, as well as attempting to ensure that present and future generations may live on it and enjoy its fruits. The gifts of creation and the responsibility of stewardship were given to all of humanity, so that all might have enough and God's justice would prevail.

In our pride and brokenness, the earth has not been well cared for. The water and air and land are polluted with the poisons that hurt people and other living things. Many species of animals and plants are endangered by the behavior of human beings. Some species have become extinct. We have not shared the fruits of creation justly.

God, through the life, death and resurrection of Jesus Christ, heals and reconciles humanity and all of creation to God. We are able to become new creations - the new comes and the old passes away.

God calls us to participate in the redemption of all humanity and creation. Therefore, all ministries of environmental justice are significant in the mission of our congregation and judicatories. Therefore, the governing body of our congregation affirms the importance of healing and defending creation to our central mission.

We promise to become engaged in or to continue to be engaged in this ministry in the following ways:

Worship - In worship, we will celebrate God's grace and glory in creation and will declare that God calls us to participate in the redemption of the world by cherishing, protecting, and restoring creation.

Learning and Teaching - We will seek opportunities for all ages to learn more about the wonders of creation, the threats posed by human beings to the survival of creation, and the possibilities of our participating in God's redemption and justice.

Lifestyle - Our congregational life style will respect and cherish creation. We will form habits of consuming, conserving, and sharing that serve to protect and restore the environment.

Community, National and Global Involvement - In our community, the nation and the world, our congregation will witness and participate in God's redemption of creation by supporting public efforts and policies which affirm the redemption of the earth and all creation.

Each year we will review our previous year's work on environmental justice and consider other ways we can participate in God's redemption of creation.
Stewardship of Our Time and Talents

Scripture

Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received. Whoever speaks must do so as one speaking the very words of God; whoever serves must do so with the strength that God supplies, so that God may be glorified in all things through Jesus Christ. To him belong the glory and the power forever and ever. Amen.

1 Peter 7:10-11

Reflection

The stewardship of our time and talents is the wise and responsible use of the special gifts God has entrusted to each of us. It is believing that God has created each one of us with unique abilities and attributes -- including our personalities, interests, motivations, life experiences, talents and skills, hopes and dreams -- which make us who we are. We are one-of-a-kind creations of God with unique contributions to make in this world. Our lives have real meaning only when we use our gifts in accordance with God's will. As we grow in stewardship, we grow in our relationship with God. We grow in our ability to hear and accept God's call and to let our life be guided by God's will, not our own desires and impulses. Our lives are God's gift to us; how we live is our gift to God.

Program

A. Raising Awareness and Finding a Way to Educate

- Encourage Church leadership (Vestry, Committee members) to regularly attend Sunday services and all special seasonal services such as Epiphany, Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil, Pentecost, Thanksgiving, All Saints day and Christmas Eve
- Ask each member of the congregation to make a pledge of time and talent to the ministry of the congregation by way of a Covenant form (The Covenant form should include an entry listing attendance at regular and special services)
- Ask each member to bring his or her Covenant form forward to the altar at the Time and Talent In-gathering during a Sunday service
- Using Covenant forms is a good way to inform new people (and old time members) of the various ministries being carried out by the congregation
- These forms also present an opportunity to communicate where service is particularly needed in the congregation

B. Providing an Opportunity to Act

- It is especially important that information gathered from Covenant forms be used and not “stuck on a shelf”. People need to be contacted about their selections and allowed to participate in their chosen areas
- The form used should give people an opportunity to drop or add ministries in which they are involved. It also honors work already being done
- Hold a ministry fair during a coffee hour, with tables and displays manned by committee members to inform and attract members of the congregation to join in the ministries of your church
• As a personal commitment to be a good steward of your time and talents, ask people, “are you willing to”
  o Do something for yourself and your relationship with God?
  o Share yourself with those around you?
  o Get involved with your parish family?
  o Become involved in your community?

C. Tips on Stewardship of Time and Talent

• It takes a while for people to become comfortable using the Time and Talent Covenant forms, but the process works well once they are comfortable. It is important to keep asking how the forms can be made easier to complete
• Each year ask what new items should be added to the form
• There is a balance you need to achieve between ease of filling out the form on the one hand and ease of being able to collate and use the data on the other hand
• We are provided with many opportunities each day to be good stewards of our time and talent. We just need to be aware of the choices we make and the significance of our decisions

D. Resource Material

• On the next several pages are examples of Time and Talent Covenant forms from the following congregations
  o St. James, Cincinnati
  o St. John’s, Worthington 2000
  o All Saints, Cincinnati
  o St John’s, Worthington 1996, including forms for youth
My Lay Ministry at St. James

I make the following covenant with God: I intend to joyfully give of my time and talents during the next year in the areas of lay ministry I have checked below to help fulfill St. James’ mission in the world.

(Areas in which there is a strong need for people to serve at present are highlighted in italics.)

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<thead>
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<th>I agree to begin serving in this area of ministry</th>
<th>I agree to continue serving in this area of ministry</th>
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<tr>
<td>• Attending services frequently (2 or more times a month) ..................</td>
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<td>• Helping transport others to church ........................................</td>
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<td>• Helping with nursery care ................................................</td>
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<td>• Serving on the Altar Guild ................................................</td>
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<td>• Serving as an usher ........................................................</td>
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<td>• Serving as an acolyte .......................................................</td>
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<td>• Reading lessons and intercessions ........................................</td>
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<td>• Serving the chalice for Communion .......................................</td>
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<td>• Singing in the Choir ........................................................</td>
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<td>• Providing instrumental music .............................................</td>
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Ministry of Teaching and Learning

• Teaching or assisting with Sunday School or adult education ..........
• Helping with Vacation Bible School ...........................................
• Attending the Education for Ministry (EFM) Course .......................
• Attending or helping with the next Alpha Course ......................

Ministry of Serving Others

• Participating on the parish Prayer Chain ...................................
• Helping with Interfaith Hospitality Network ..............................
• Helping with Habitat For Humanity .........................................
• Contributing items for Food Pantries and Women’s Helpnet ............
• Contributing school supplies for children in need .....................
• Contributing Christmas gifts for families in need .....................

Ministry of Welcoming New Members

• Serving as a Greeter at Sunday services .................................
• Helping newcomers feel welcome ...........................................
• Helping to work on membership growth ...................................

(Opportunities to serve continue on the back side of this page)
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<td>• Counting the Sunday collection</td>
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<td>• Helping to prepare parish meals</td>
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<td>• Telephoning parishioners</td>
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<td>• Visiting sick and shut-in parishioners</td>
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<td>• Helping with the library and tracts</td>
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<td>• Working with church finances</td>
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<td>• Helping with the stewardship program</td>
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<td>• Helping with building maintenance</td>
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<td>• Working in the flower garden</td>
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<th>Ministry of Building Community</th>
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<tbody>
<tr>
<td>• Hosting Coffee Hour</td>
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<tr>
<td>• Being a member of the Women of St. James</td>
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<td>• Being a member of the Evening Guild</td>
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<td>• Being a member of the Men’s Club</td>
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<td>• Being a member of the N or M Club</td>
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<tr>
<td>• Being a member of Belles &amp; Whistles</td>
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<td>• Playing in the monthly bridge group</td>
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<tr>
<th>Ministry of Running for or Serving in an Elected Office</th>
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<tbody>
<tr>
<td>• Senior Warden of church Vestry</td>
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<tr>
<td>• Junior Warden of church Vestry</td>
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<tr>
<td>• Member of church Vestry</td>
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<tr>
<td>• Delegate to Diocesan Convention</td>
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<tr>
<td>• Trustee of Endowment Funds</td>
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Please write any comments, suggestions, recommendations, or ideas you may have on any aspect of our church (worship, service to others, organizations, finances, activities, administration, buildings, the stewardship program, this time and talent form, or anything else) in the space below. Thanks for your consideration.

Signature:_________________________________________

54
St. John's Time and Talent Pledge-2000

Your Stewardship Committee asks that, after reviewing "Growing in the Joy of Faith" and assessing your own gifts, you indicate with check marks your interest in, need of, or commitment (whether new or renewed) to, specific ministries of St. John's listed below. Please submit this "time and talent pledge" along with your pledge of financial support, and we will direct it toward those who coordinate the ministries you are interested in. By all means jot down the name and number of coordinators on a separate sheet so you can contact them as needed.

Your name:

Your telephone:

Your e-mail address:

Your fax number:

Growing Through Worship

Adult Choir rehearses Thursday evenings from 7 to 9 p.m. and Sunday morning, and sings at either the 9 or 11:15 service. Coordinator: Paul Lillie, ___ ___

Children's Choir rehearses Wednesdays from 5 to 6 p.m., and provides basic music training to its members at other scheduled times. Paul needs children to sing and adults to help! Coordinator: Paul Lillie, ___ __

Acolytes are parishioners of all ages who assist worship as crucifers or torch-bearers, or assist the priest or deacon at the altar and the rail. Coordinator: Bill Shirley., ___ ___

Lay readers and chalice bearers also move our worship forward. Coordinator: Tom Bailey, ___ ___

Greeters and ushers meet worshippers at the door, welcome them, help them to their seats and to the altar rail, and take the offering. Coordinators: Ace Greene, (greeters) and Punky Cline (ushers), ___ ___

Flower Guild adorns the altar and parish premises. Coordinator: Helen Arnold, ___ ___

Altar Guild prepares the altar and church for worship. Coordinator: Letty Belknap. ___ ___

Wedding Guild prepares and assists with weddings. Coordinator: Joan Lane, ___ ___

Newcomer "shepherds" ease newcomers into the parish by welcoming them and informing them. Coordinator: Rob Baldwin. ___ ___

Two Sides-Please Turn Over

55
The Joy of Learning Together

Sunday School needs teachers (and substitutes) every year (you can choose a nine-week block); snack helpers, room parents needed every week. Coordinator: Ann Barker, ___

Adult education after the 9 o'clock Sunday service gives you the opportunity both to learn and teach. Coordinator: Ann Barker, ___

Wonderful Wednesdays in Worthington summons young and old to enjoy dinner together, then Eucharist, and then adult, youth and children's classes. Teachers needed; help with planning and preparing dinner always welcome! Coordinator: Ann Barker, ___

Bible Study: Art Hadley's, Tues. at 7:15 p.m.; Nancy Stanton's, Thurs. at 1 p.m.; Don Peterson's after Wednesday morning Eucharist at 10 a.m. Come!

Cursillo ("little course") brings people together at a lay-led retreat that deepens understanding of the faith while building lasting fellowship among participants. Coordinator: Melanie Williams, ___

Care of Others

Habitat for Humanity helps provide decent housing for families. Barb McVicker, ___
Stephen Ministry trains you for personal ministry to others. Fran Gilbert, or Bill Dowling, ___

Lay eucharistic ministers bring communion to those who cannot attend church. Nancy Stanton, ___

Kairos or Kairos Outside, prison ministries. Nancy Stanton, ___

Transporting those who need rides, Rufus Jones, ___

Prayer Chain, Jo Pascoe, ___

Parish nurses, Collette Martin, ___

Other outreach activities include St. John's Columbus dinners and Crop Walk -- and more!

Care of St. John's

Wardens and Vestry assist the Rector with church governance and are elected to terms of office at February's annual meeting; they are usually asked to be candidates by a nominating committee. More information (including qualifications) available from your Senior Warden, ___ or Father Art, ___

Parish Committees include: Finance; Property; - Human Resources; Worship; Communications; Stewardship; Pastoral Care; Education; Outreach; Fellowship; Youth.

Fellowship Events such as those listed in "Growing in the Joy of Faith"; contact hospitality coordinators: Toni Weiss, and Sue Mancini. ___

Other: Tell us where you can help!

What additional ministries do you suggest for St. John's?
Stewardship Pledge Form

Our Mission is to Welcome all, Worship God, Share God's love and Serve each other and the world. Fulfilling this mission requires a commitment of time, talent and financial resources from each of us to God's service in the coming year. Please give the work of our parish your prayerful consideration and complete this pledge form to bring with you on Ingathering Sunday, November 19, 2000.

Pledge of Time:
I will devote significant time and energy each week to the development of my faith life. This will include regular attendance at our Sunday worship, prayer time, Bible study and service in our congregation and community.

Signature:___________________________________  signature:___________________________________

Pledge of Talent:
I will help fulfill our mission by participating in the following ministries at All Saints.

<table>
<thead>
<tr>
<th>Welcome all</th>
<th>Worship God</th>
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<tbody>
<tr>
<td>☐ ☐ Coffee Hour Volunteer</td>
<td>☐ ☐ Acolyte</td>
</tr>
<tr>
<td>☐ ☐ Newcomers Committee</td>
<td>☐ ☐ Altar Guild</td>
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<tr>
<td>☐ ☐ Nursery Care Volunteer</td>
<td>☐ ☐ Chalice Bearer</td>
</tr>
<tr>
<td>☐ ☐ Special Reception Volunteer</td>
<td>☐ ☐ Choir</td>
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<tr>
<td>☐ ☐ Transporting Others to Church</td>
<td>☐ ☐ Lay Eucharistic Minister</td>
</tr>
<tr>
<td>☐ ☐ Usher/Greeter</td>
<td>☐ ☐ Lay Reader/Lector</td>
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</table>

<table>
<thead>
<tr>
<th>Share God's love</th>
<th>Serve each other and the world</th>
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</thead>
<tbody>
<tr>
<td>☐ ☐ Adult Education</td>
<td>☐ ☐ Allison School Partnership</td>
</tr>
<tr>
<td>☐ ☐ Book Club</td>
<td>☐ ☐ Disability Ministry</td>
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<tr>
<td>☐ ☐ Parish Bulletin Boards</td>
<td>☐ ☐ Facilities Volunteer</td>
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<tr>
<td>☐ ☐ Parish Newsletter</td>
<td>☐ ☐ Fundraising Event Volunteer</td>
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<tr>
<td>☐ ☐ Prayer Chain</td>
<td>☐ ☐ Lawn &amp; Garden Volunteer</td>
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<tr>
<td>☐ ☐ Sunday School Volunteer</td>
<td>☐ ☐ library Volunteer</td>
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<tr>
<td>☐ ☐ Youth Activity Volunteer</td>
<td>☐ ☐ Office Volunteer</td>
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<td></td>
<td>☐ ☐ Pastoral Cook Volunteer</td>
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<td></td>
<td>☐ ☐ Pastoral Care Committee</td>
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<tr>
<td>☐ ☐ New Ministry_________________</td>
<td>☐ ☐ Stephen Ministry</td>
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<tr>
<td>☐ ☐ New Ministry_________________</td>
<td>☐ ☐ Warden/Vestry Volunteer Nominee</td>
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</tbody>
</table>

Signature:___________________________________  Signature:___________________________________
ST. JOHN'S CHURCH IN WORTHINGTON
AND PARTS ADJACENT + EPISCOPAL

700 High Street at Granville Road
Worthington, Ohio 43085

1996 COVENANT FORM
TIME AND TALENT PLEDGE

Name________________________________  Occupation__________________________
Address________________________________  Employer__________________________
Home Phone____________________________  Work Phone________________________

The Body of Christ relies on the active support and participation of every member. With
God’s help, and yours, we are able to carry out our many ministries and programs faithfully. Please
check below all the different ways you would be willing to serve and indicate your level of interest.
We are grateful for your pledge of volunteer support. Together we will make a real difference.

**Worship**

<table>
<thead>
<tr>
<th>Regularly</th>
<th>As Needed</th>
<th>Service</th>
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<td>□</td>
<td>□</td>
<td>Altar Guild</td>
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<td>Flower Guild</td>
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<td>Funeral Guild</td>
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<td>□</td>
<td>Wedding Guild</td>
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<td>□</td>
<td>□</td>
<td>Acolyte/Flag Bearer</td>
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<td>□</td>
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<td>Chalice Bearer</td>
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<td>Lector</td>
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<td>Lay Eucharistic Minister</td>
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<td>Usher</td>
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<td>Greeter/Door Keeper</td>
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<td>Choir</td>
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<td>Instrumental Music</td>
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<td>□</td>
<td>□</td>
<td>Taping Services/Sermons</td>
</tr>
</tbody>
</table>

The service I Normally attend: (circle)

- Sat. 5:00
- Sun. 7:45 9:00 11:15 6:00
- Wed. 10:00 7:15

**Christian Education**

<table>
<thead>
<tr>
<th>Regularly</th>
<th>As Needed</th>
<th>Service</th>
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<tr>
<td>□</td>
<td>□</td>
<td>Youth Sunday School</td>
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<td>Teach</td>
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<td>□</td>
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<td>Substitute Teach</td>
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<td>□</td>
<td>□</td>
<td>Help in Classroom</td>
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<td>□</td>
<td>□</td>
<td>Assist with Crafts</td>
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<td>□</td>
<td>□</td>
<td>Vacation Bible School</td>
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<td>Logos</td>
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<td>Table Parent</td>
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<td>□</td>
<td>Bible Study</td>
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<td>Recreation/Games</td>
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<td>Other</td>
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<td>Confirmation Class</td>
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<td>□</td>
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<td>Assist in Nursery</td>
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<td>□</td>
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<td>Adult Sunday School</td>
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<td>□</td>
<td>□</td>
<td>Lead a Class</td>
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<tr>
<td>□</td>
<td>□</td>
<td>Share your Faith-In-Life Story</td>
</tr>
</tbody>
</table>

59
Christian Education (cont.)

Regularly  As Needed
☐  ☐  Lead a Bible Study
☐  ☐  Participate in a Bible Study
☐  ☐  Education for Ministry (EFM)
☐  ☐  Special Educational Programs
☐  ☐  Deanery Lenten School
☐  ☐  Library
☐  ☐  Book Table
☐  ☐  Tract Rack

Evangelism

Regularly  As Needed
☐  ☐  Invite a Friend to Church
☐  ☐  Newcomer Cookie Delivery
☐  ☐  Shepherd a Newcomer
☐  ☐  Newcomers' Tea
☐  ☐  Write/Call/Visit Lapsed Members
☐  ☐  Cursillo
☐  ☐  Happening
☐  ☐  Kairos Prison Ministry

Outreach

Regularly  As Needed
☐  ☐  CROP Walk:
☐  ☐  Walk
☐  ☐  Sponsor
☐  ☐  Habitat for Humanity
☐  ☐  Food Pantry
☐  ☐  Meals on Wheels
☐  ☐  Neighborhood House
☐  ☐  Whetstone Volunteer
☐  ☐  Hunger Ministries
☐  ☐  Two Cents A Meal
☐  ☐  Homeless Ministries
☐  ☐  Literacy Programs
☐  ☐  Tutorial Programs

Fellowship

Regularly  As Needed
☐  ☐  Coffee Hour
☐  ☐  ECW - Day
☐  ☐  ECW - Evening
☐  ☐  ECW - Market Day
☐  ☐  Stitchery Guild
☐  ☐  Scioto Club - Men's Group
☐  ☐  700 Club - Adult Fellowship
☐  ☐  Young Adults
☐  ☐  Receptions
☐  ☐  Youth Group - Jr. and Sr. High
☐  ☐  Easter Dinner
☐  ☐  Fourth of July Picnic
☐  ☐  Corn Roast
☐  ☐  Thanksgiving Dinner

Communication

Regularly  As Needed
☐  ☐  Fortnightly Articles
☐  ☐  Promotions
☐  ☐  Photos/Videos
☐  ☐  Bulletin Boards
☐  ☐  Banners
☐  ☐  Desk Top Publishing
☐  ☐  Parish Directory
☐  ☐  Historical Video

Finance

Regularly  As Needed
☐  ☐  Counter
☐  ☐  Audit Committee
## Pastoral Care

<table>
<thead>
<tr>
<th>Regularly</th>
<th>As Needed</th>
<th>Task</th>
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<td></td>
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<td>Stephen Ministry</td>
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<td>Lay Pastoral Care Team</td>
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<td>Prepare Food</td>
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<td>Deliver Food</td>
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<td>Call on Shut-ins</td>
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<td>Write to Shut-ins</td>
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<td>Emergency Child Care</td>
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<td>Order of St. Luke</td>
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<td>Unison Prayer Chain</td>
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## Spiritual Growth

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<td>Daughters of the King</td>
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## Property

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## Vestry Committees

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<tr>
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<td>Worship</td>
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## Administration

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<tr>
<td></td>
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<td>Computer Input</td>
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<td>Newsletter/Bulletins</td>
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<td>Clerical Help .</td>
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<td>Mailings</td>
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<td>Answer Telephone</td>
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</tbody>
</table>

I would be willing to be nominated for:

- [ ] Senior Warden
- [ ] Junior Warden
- [ ] Vestry
- [ ] Convention Delegate
PRESCHOOL COVENANT FORM

(Preschool Covenant Form)

MY COVENANT FORM

Next year, I will ...

My Name: ____________________

Say my prayers  Worship God  Sing songs to God

Go to Sunday School  Read my bible stories  Be a friend to Jesus

Be a good helper  Pick up my toys  Help outdoors  Help Indoors

Have fun with my family  Have fun with my friends

Share my allowance with God  Share my food with the hungry
ST. JOHN'S CHURCH IN WORTHINGTON
AND PARTS ADJACENT + EPISCOPAL
700 High Street at Granville Road
Worthington, Ohio. 43085

1996 Covenant Form Grades 1-4
My name:______________________________

I will have fun by:
□ sharing my toys.
□ being fair to others.
□ including everybody.
□ being nice to other people.

I will take care of my body by:
□ eating healthy food.
□ getting exercise.
□ brushing my teeth.
□ getting plenty of rest.

I will work hard at home by:
□ picking up after myself.
□ doing my chores.
□ keeping my room neat.
□ helping my parents.
I believe that God gives me everything I need. To show God that I am thankful, I promise to do the following things next year:

I will worship God:
- with prayers
- with songs
- in church every Sunday

I will learn about God:
- in Sunday School
- at Logos
- at Vacation Bible School
- by reading my Bible

I will work hard in school by:
- going every day.
- paying attention.
- doing my classwork.
- doing my homework.
☐ I will share my allowance with GOD by giving my offering to the church every week.

☐ I will share my food with the hungry by bringing food for the food pantry.

☐ I will give 2 cents a meal to the poor.
TIME AND TALENT PLEDGE

Grades 5-12

Name____________________________________________________________________________

Address__________________________________________________________________________

__________________________________________________________________________

Phone_________________________________

The Body of Christ relies on the active support and participation of every member. With God's help, and yours, we are able to carry out our many ministries and programs faithfully. Please check below all the different ways you would be willing to serve and indicate your level of interest. We are grateful for your pledge of volunteer support. Together we will make a real difference.

**Worship**

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<tr>
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<td>Acolyte</td>
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<td>Flag Bearer</td>
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<td>Lector</td>
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<td>Youth Choir</td>
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<td>Instrumental Music</td>
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**Christian Education**

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<td>Sunday School</td>
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<td>Vacation Bible School</td>
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<td>Help in Classroom</td>
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<td>Participate in a Bible Study</td>
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### Outreach

**Regularly** | **As Needed**  
---|---  
☐ | ☐ Crop Walk  
☐ | ☐ Crop Walk Sponsor  
☐ | ☐ Food Pantry  
☐ | ☐ Two Cents A Meal

### Communication

**Regularly** | **As Needed**  
---|---  
☐ | ☐ *Fortnightly* Articles  
☐ | ☐ Photos/Videos

### Evangelism

**Regularly** | **As Needed**  
---|---  
☐ | ☐ Invite a Friend to Church  
☐ | ☐ Newcomer Cookie Delivery  
☐ | ☐ Write/Call Lapsed Members  
☐ | ☐ Happening

### Fellowship

**Regularly** | **As Needed**  
---|---  
☐ | ☐ Jr. High Youth Group  
☐ | ☐ Sr. High Youth Group  
☐ | ☐ Easter Dinner  
☐ | ☐ Fourth of July Picnic  
☐ | ☐ Corn Roast  
☐ | ☐ Thanksgiving Dinner

### Pastoral Care

**Regularly** | **As Needed**  
---|---  
☐ | ☐ Write to Shut-ins  
☐ | ☐ Emergency Child Care  
☐ | ☐ Emergency Pet Care

### Spiritual Growth

**Regularly** | **As Needed**  
---|---  
☐ | ☐ Parish Retreats
□ □ Quiet Days

**Stewardship**

Regularly As Needed

□ □ Covenant Dinner
□ □ Total Ministry
□ □ Recycling

**Property**

Regularly As Needed

□ □ Building Skills
□ □ Carpentry
□ □ Painting
□ □ Masonry
□ □ Outdoor Skills
□ □ Gardening
□ □ Yard Work
□ □ Parish Work Days
□ □ Indoor Cleaning
□ □ Room Set-ups for Events

**Vestry Committees**

Regularly As Needed

□ □ Christian Education
□ □ Communication
□ □ Evangelism
□ □ Fellowship
□ □ Finance
□ □ Long-Range Planning
□ □ Outreach
□ □ Pastoral Care
□ □ Personnel.
□ □ Property
□ □ Spiritual Growth
□ □ Stewardship
Stewardship of Our Estate

Scripture

*Do not store up for yourselves treasures on earth, where moth and rust consume and where thieves break in and steal; but store up for yourselves treasures in heaven, where neither moth nor rust consumes and where thieves do not break in and steal. For where your treasure is, there your heart will be also.*

Matthew 6:19-21

Reflection

In the Talmud it is stated, “If a man gives even a *perutah*, the smallest coin, to the poor, he is deemed worthy to receive God’s presence.” The amount is secondary to the act of giving, and giving, in the Judaic tradition, is an avenue to experiencing God’s presence. This obligation, and opportunity, is available to all and required of all.

Program

A. Raising Awareness and Finding a Way to Educate

- Conduct adult education seminars on general estate planning and wills
- Mail information on wills and estate planning to parishioners
- Bring in outside speakers (usually lawyers or municipal foundation officers to speak on living trusts, insurance contracts, and charitable remainder trusts)

B. Providing an Opportunity to Act

- Provide a list of legal and bank trust department contacts
- Institute a recognition society – 1) to thank people who have already planned their estate and mentioned your church in that estate plan, and 2) to provide an example for others to do the same
- Be available to answer questions that parishioners may have
- Reduce barriers to act – this helps overcome inertia to not take action

C. Tips on Stewardship of Your Estate

- Planned giving is not fund raising. Planned giving is helping people realize the importance of planning for the disposition of their estate including any important charitable intention they may have
- One of the greatest ministries you can perform is the successful urging of a fellow parishioner to plan their estate
- Once a recognition society is formed, you will likely see a growth in the membership of the society each of the succeeding years
D. Resource Material

Following this page are the resources listed below (each on separate pages for ease of your use)

- What the Church and the Diocese have said about Planned Giving
- Primer on types of gifts and types of planned gifts
- A practical approach to personal gift planning
- Important elements of a congregation’s planned giving effort
- A general gift acceptance policy
What the Church and the Diocese have said about Planned Giving

The church is very clear about the importance of planned giving. The following resolution on planned giving was passed at Diocesan Convention:

- RESOLVED, That this Convention of the Diocese of Southern Ohio recognizes the importance of the rubric on page 445 of the Book of Common Prayer, which directs ministers in congregations “to instruct the people, from time to time, about the duty of Christian parents to make prudent provision for the well-being of their families, and of all persons to make wills, while they are in health, arranging for the disposal of their temporal goods, not neglecting, if they are able, to leave bequests for religious and charitable uses,” and be it further

- RESOLVED, That this Convention affirms that providing for the well-being of one's dependents and planning gifts for religious and charitable purposes are both important forms of Christian Stewardship commended to the Church in this rubric, and be it further

- RESOLVED, That this Convention supports and encourages the clergy of the Diocese in carrying out their responsibilities set forth in this rubric.

Please call on the Stewardship Commission if you (1) want to begin a planned giving effort in your parish or mission, (2) want ideas to improve or enhance a program you already have in place, or (3) need help identifying some professionals to assist a parishioner with the planning process.
Types of Gifts

There are several types of gifts that can be given to the church by any donor.

- The first type is the annual or current gift. This gift is usually cash and is given in a frequent or regular manner. Gifts in this category include pledge payments, memorial and thanksgiving gifts, and extra amounts given for normal operating programs or purposes. These gifts come primarily from current income.

- The second type is the capital gift. This is either a very large one time gift or a large gift whose payment is spread over several years. Gifts in this category are used for sizable one time projects such as new construction, remodeling, a major equipment purchase, or very large maintenance jobs. These gifts come from both current income and savings.

- The third type is the planned gift. This is any gift for any amount, given for any purpose...operations, capital expansion, or endowment)...whether for current or deferred use, which requires the assistance of a professional staff person, a qualified volunteer, or the donor’s advisors to complete. In addition, it includes any gift which is carefully considered by a donor in light of estate and financial plans. These gifts come primarily from accumulated assets.

Types of Planned Gifts

There are many different kinds of planned gifts, but the three main types are as follows:

- The first type is a gift from a will or a life insurance policy. This is an outright, deferred gift that comes to the church on the death of the parishioner or friend who planned the gift.

- The second type is a life estate gift. This is a gift (usually a home) given to the church with the donor retaining the right to live in and use the home until his death, at which time the home is the property of the church.

- The third type includes such plans as a charitable gift annuity, a pooled income fund, a charitable remainder trust, or a charitable lead trust. These planned gifts all involve a charitable gift given to the church with income paid to the donor for a specified period and at a specified rate.

The will and the life insurance policy are the gift plans that are used by the largest number of people and involve by far the largest amount of dollars given. A major reason for this is that these are the most simple and the easiest for donors to understand. It is therefore very important that a church regularly, and in many different ways, remind its parishioners to remember the church in planning their wills and in naming beneficiaries for their life insurance policies.
A Practical Approach to Gift Planning

1. Who are the people and institutions that are important in your life?
   - List the individuals 1) for whom you feel responsible, and 2) for whom you want to more than just meet needs, beginning with yourself and including any of the following: spouse, minor children, parents, adult children, other relatives, friends, charitable organizations.

2. What property do you own?
   - Make a listing of the property you own or expect to own in the future. Include bank accounts, real estate, stocks, bonds, and the value of life insurance proceeds, pension plan benefits, and personal property. Beside each item, place a conservative estimate of its current value and original cost.

3. What would you like your plans to achieve?
   - Think about what you wish to achieve financially over the remainder of your life. Do you anticipate having adequate income to support yourself and your dependents? Who would like to receive your property when you no longer need it? Are there special considerations in providing for any of your heirs?

4. Who are your trusted planners?
   - Make a list of the planners you have used and in whom you have confidence. These could include such people as an attorney, an accountant, a bank trust officer, a life insurance agent, a stockbroker, a real estate agent, and a financial planner. Make plans to find any of these planners that you need and don’t already have.

5. Take action to make plans for the disposition of your estate now that you have all the important information collected.
Important Elements Of A Congregation’s Planned Giving Effort

The following six elements are important for an effective planned giving program at the parish or mission level:

- A gift acceptance policy - This is a document approved by the Vestry or Mission Council that clearly outlines how various types of gifts will be considered and the criteria that will be used to accept or reject a gift. (The Stewardship Commission can help with this if you wish.)

- A gift acceptance committee - This is the group that will be charged with applying the gift acceptance policy. It can be the Vestry or Mission Council itself or another group assigned the task by the Vestry or Mission Council.

- A planned giving committee - One to three people who will plan regular educational activities and encourage people in the congregation to consider making a planned gift. They can help to answer parishioners’ questions about planned giving and help parishioners find professionals to assist them in their planning. These people could be part of the stewardship committee or a separate group of people.

- A foundation and/or an endowment fund (or funds) set up to receive planned gifts. These entities should be formalized in the by-laws of the parish or mission and the use of the income and principal clearly spelled out.

- A recognition society to honor and thank those who have planned for a future gift to the church and have made this fact known, and to honor those who provided for a gift to the church and it was not known in advance of their death.

- A regular, ongoing, effort to keep in parishioners minds the importance of planning their estate, and helping parishioners overcome the inertia that keeps so many people from taking action.
Information About Creating A Gift Acceptance Policy

GIFT ACCEPTANCE POLICY

(Your Name) EPISCOPAL CHURCH OF (Your City), OHIO

(Date)

I. Introduction

In order to protect the interests of (Your Name) Episcopal Church of (Your City), OH (hereafter referred to as (Your Name)) and the persons and other entities who support its programs, these policies are designed to assure that all gifts to, or for the use of, (Your Name) are structured to provide maximum benefits to both parties.

This document will focus on both current and deferred gifts, with special emphasis on various types of deferred gifts and gifts of non-cash property. It applies to gifts received from individual members and non-members of (Your Name) as well as gifts received from social or service groups within (Your Name).

The goal of this policy is to encourage funding of the mission of (Your Name) without encumbering the organization with gifts which may prove to generate more cost than benefit, or which are restricted in a manner which is not in keeping with the goals of (Your Name).

To optimize funding from individuals and other entities (Your Name) must be capable of responding quickly, and in the affirmative, where possible, to all gifts offered by prospective donors. It is understood that, except where stated otherwise, these policies are intended as guidelines, and that flexibility must be maintained since some gift situations can be complex, and decisions made only after careful consideration of a number of interrelated factors. Therefore, these policies will in some instances require that the merits of a particular gift be considered by a gift acceptance committee (hereafter referred to as the Vestry of (Your Name)) and only that body make a final decision. All gift acceptance decisions requiring action by the Vestry of (Your Name) must be recorded in their meeting minutes and written approval of the decision be issued.
II. OUTRIGHT GIFTS

A. Cash
   1. Gifts in the form of cash and checks shall be accepted regardless of amount unless, as in the case of all gifts, there is a question as to whether the donor has sufficient title to the assets or is mentally competent to legally transfer the funds as a gift to (Your Name).
   
   2. All checks must be made payable to (Your Name) and shall in no event be made payable to an employee, agent, or volunteer for the credit of (Your Name).

B. Publicly Traded Securities
   1. Securities, which are traded on the recognized stock exchanges, shall be accepted by (Your Name). It may be anticipated that such securities will be immediately sold by (Your Name). In no event shall an employee or volunteer working on behalf of (Your Name) commit to a donor that a particular security will be held by (Your Name) unless authorized to do so by the Vestry of (Your Name).

C. Closely held Securities
   1. Non-publicly traded securities may only be accepted after approval of the Vestry of (Your Name).
   
   2. Such securities may be subsequently disposed of only with the approval of the Vestry of (Your Name).

D. Real Property
   1. No gift of real estate shall be accepted without prior approval of the Vestry of (Your Name).
   
   2. No gifts of real estate shall be accepted without first being appraised by a party chosen by (Your Name) who shall have no business or other relationship to the donor. (Your Name) will pay for the appraisal to be done.
   
   3. In general, residential real estate will not be accepted as a gift unless it appears to have a fair market value conducive to quick sale and there is reason to believe it is highly marketable. The Vestry may make exceptions to this policy if conditions warrant.
   
   4. No commercial real estate shall be accepted by anyone on behalf of (Your Name) without prior approval of the Vestry of (Your Name).
   
   5. Special attention shall be given to the receipt of real estate encumbered by a mortgage, as the ownership of such property may give rise to unrelated
business income for (Your Name), and disqualification of certain split interest gifts unless handled in a proper manner.

E. Tangible Personal Property
1. Jewelry, artwork, collections, and other personal property shall not be accepted unless it is shown, by an appraisal paid for by (Your Name), that the property has a fair market value conducive to quick sale and there is reason to believe it is highly marketable. The appraisal must be qualified under terms of the internal revenue code governing gifts of this type of property. Such property can only be accepted by the Vestry of (Your Name) or such other person or persons authorized to do so by the Vestry of (Your Name).

2. No personal property shall be accepted by (Your Name) unless there is reason to believe the property can be quickly disposed of. No personal property shall be accepted that obligates (Your Name) in perpetuity. No perishable property or property which will require special facilities or security to properly safeguard it will be accepted without prior approval of the Vestry of (Your Name).

3. Only the Vestry of (Your Name) or persons authorized by the Vestry of (Your Name) may represent to a donor that property will or will not be held by (Your Name) for a requisite period of time or for purposes related to its tax-exempt status. Donors should be notified at the time of receipt of a gift that (Your Name) will, as a matter of corporate policy, cooperate fully in all matters related to IRS investigations of non-cash charitable gifts.

F. Other Property
1. Other property of any description including mortgages, notes, copyrights, royalties, easements, whether real or personal, shall only be accepted by action of the Vestry of (Your Name).

III. DEFERRED GIFTS

A. Bequests
1. Gifts through wills (bequests) shall be actively encouraged by (Your Name).

2. In the event of inquiry by a prospective individual, representations as to the future acceptability of property proposed to be left to (Your Name) in a will or other deferred gift shall only be made in accordance with the terms and provisions of paragraphs II (A-F) of this document.
3. Gifts from the estates of deceased donors consisting of property, which is not acceptable, shall be rejected only by action of the Vestry of (Your Name). The Senior Warden of (Your Name) shall expeditiously communicate the decision of the Vestry of (Your Name) to the legal representatives of the estate. If there is any indication that the representatives of the estate or any family member is dissatisfied with the decision of the Vestry of (Your Name), this fact shall be immediately communicated to the Vestry of (Your Name) for further action.

4. Attempts shall be made to discover bequest expectancies wherever possible in order to reveal situations that might lead to potential problems. Where possible, intended bequests of property other than cash or marketable securities should be brought to the attention of the Vestry of (Your Name) and every attempt be made to encourage the donor involved to conform his or her plans to (Your Name) policy.

B. Gifts of Life Insurance

1. (Your Name) will encourage donors to name (Your Name) to receive all or a portion of the benefits of life insurance policies that they have purchased on their lives.

2. (Your Name) will not, however, as a matter of course agree to accept gifts from donors for the purpose of purchasing life insurance on the donor’s life. Exceptions to this policy will be made only after researching relevant state laws to assure that (Your Name) had an insurable interest under applicable state law.

3. No insurance products may be endorsed for use in funding gifts to (Your Name) without approval of the Vestry of (Your Name).

4. In no event shall lists of (Your Name) donors be furnished to anyone for the purpose of marketing life insurance for the benefit of donors and/or (Your Name). This policy is based on the fact that this practice represents a potential conflict of interest, may cause donor relations problems, and may subject (Your Name) and its officers to federal and state security regulation.

C. Life Estate Gifts

1. Except in rare circumstances, (Your Name) will not accept gifts of real property under which donors maintain a life interest in the property.

2. This policy is based on the fact that such transfers are often not in the best interest of the donor involved, and there is potential for negative publicity for (Your Name) should a donor have need to sell the property to generate funds, only to find that a relatively small portion of the proceeds would be available to the donor as owner of the life estate.
3. Such gifts may be accepted by approval of the Vestry of (Your Name) in situations where the asset involved appears to be a minor portion of the donor’s wealth, and the Vestry is satisfied that there has been full disclosure to the donor of the possible future ramifications of the transaction.

D. Charitable Gift Annuities, Charitable Remainder Trusts, and Pooled Income Funds

1. These three types of deferred giving plans will not be offered by (Your Name) at this time. At some point in the future, one or more of these giving plans may be initiated by the Vestry of (Your Name) and this policy revised to reflect the change.

IV. PAYMENT OF FEES RELATED TO GIFTS TO (Your Name)

A. Finder’s Fees or Commissions

1. In general, (Your Name) will pay no fee to any person as consideration for directing a gift to (Your Name). It is understood that such fees may or may not be legal and that in the case of irrevocable deferred gifts which involve management of assets, the payment of such fees may subject (Your Name) to federal and state security regulation.

2. In no event whatsoever will a commission or finder’s fee of any type be paid to any party in connection with the completion of a gift to (Your Name) without prior written approval of the Vestry of (Your Name) and subsequent written notification to the donor involved of the amount and recipients of any such fee.

B. Professional Fees

1. (Your Name) will pay reasonable fees for professional services rendered in connection with the completion of a gift to (Your Name). Such fees will be paid only with prior written approval of the Vestry of (Your Name).

2. Such fees will be paid only following discussion with and approval by the donor.

3. Fees shall be reasonable and directly related to the completion of the gift. They shall be limited to: (a) appraisal fees by persons who are competent and qualified to appraise the property involved and who have no conflict of interest; (b) legal fees for the preparation of documents; (c) accounting fees incident to the transaction; and (d) fees of “fee for service” financial planners. In the case of financial planners, such persons must state in writing that they are compensated only through fees for services rendered and that they are not compensated for the sale of products to clients. This distinction is vital in avoiding the payment of commissions that could be construed as triggering securities regulation.
4. In the case of legal, accounting, and other professional fees, an attempt shall be made by the Vestry of (Your Name) to ascertain the reasonableness of these fees prior to payment. An hourly breakdown of time should be requested. In cases that appear excessive, the summary of fees shall be submitted to (Your Name) counsel for review and approval prior to payment.

5. In cases where the persons receiving fees were initially employed by the donor and (Your Name) is asked to pay the fees involved, the donor shall be notified by the Vestry of (Your Name) that the payment of such fees may result in taxable income to the donor in the amount of the fees paid.

In situations where advisors retained by (Your Name) prepare documents or render advice in any form to (Your Name) and/or a donor to (Your Name), it shall be disclosed to the donor that the professional involved is acting on behalf of (Your Name), and is not acting on behalf of the donor, and that any documents or other advice rendered in the course of the relationship between (Your Name) and the donor should be reviewed by counsel for the donor prior to completion of the gift.

V. RESTRICTIONS

A. Gift Restrictions

In the case of current gifts, no restrictions on how a gift may be used by (Your Name) will be honored without prior approval of the Vestry of (Your Name).

In the case of gifts received by will or other gift that is effective at death, no restrictions on how a gift may be used by (Your Name) will be honored unless it was previously approved by the Vestry of (Your Name).

(Preparer)

(The finished document should be reviewed and approved as to form and content by an attorney selected by the Vestry or Mission Council.)
Visiting the Congregation

Scripture

After this the Lord appointed seventy others and sent them on ahead of him in pairs to every town and place where he himself intended to go. He said to them, “the harvest is plentiful, but the laborers are few; therefore ask the Lord of the harvest to send out laborers into his harvest.”


Reflection

We are called as lay persons to go out into the world to spread the word of God and make disciples. The Christian stewardship message - that all we have comes as a gift of God, and it is of God’s own that we give - is a powerful part of equipping disciples for their ministry.

Program

Why Do We Visit?

Personal visits by lay people to other lay people in the congregation can be meaningful and rewarding for both the visitor and the visited. Visitations generally have one (or more) of these goals:

- Visit with fellow parishioners — get to know them
- Deliver materials such as information sheets or a brochure highlighting church activities and opportunities
- Deliver a pledge card
- Gather opinions or information via conversations or a questionnaire
- Identify pastoral needs within the congregation

Some churches might use home visits only for seeking financial pledges. Unfortunately this can lead to the perception that "you only visit me when you're asking for money." Other churches might deliberately avoid home visits for seeking financial pledges, reserving home visits as opportunities for fellowship, information gathering, and pastoral care.

Ideally, every parishioner would be visited at least once a year other than at the fall ingathering of financial pledges. Personal visits by lay people to other lay people can provide a basis for involving all members in the mission and ministry of the church. Follow-up and/or feedback are essential.
Who Will We Visit?
Who will be visited will depend partly on the goal of the visits. Personal visits to every member of the congregation would be the ideal, whether the goal is fellowship, information gathering, or seeking pledges. Some other choices are included below.

- All members - This is the most effective.
- Newcomers
- Members who attend regularly but haven't pledged in the past
- A certain percentage of the congregation each year
- Some other subset that fits a specific goal
- Lapsed members (N.B. We don't visit lapsed members for financial pledges – they need a pastoral, caring visit.)

How Many Visitors Will We Need?
- You want to aim for four visits per person. Dividing the number of people to be visited by four yields the number of visitors needed. Captains will oversee groups of four to six visitors
- Depending on the size of your congregation, you may want to follow the "Rule of Fours" offered by The Episcopal Network for Stewardship (TENS)

Rule of Fours
To insure success, a minimum of 25% of the congregation should be involved in the stewardship campaign as leaders and workers. Work on a one-to-four ratio at all levels. For example, in a congregation of 300 potential pledging units, there should be a general chairperson and two co-chairpersons who supervise the work of five area captains. Each area captain would then recruit and supervise four team captains for a total of 20. Each team captain would recruit four canvassers for a total of 80. Each canvasser would agree to call on no more than 4 families for a total of 320 possible calls.

Clearly this description from TENS was written with a goal of visiting to obtain pledges, but the basic idea would work when recruiting parishioners for any type of parish visits. Also note that the numbers described would work for a parish size up to 425, since captains and visitors wouldn't need to call on themselves. Members of the Stewardship Committee and/or Communications Committee (perhaps with the help of the clergy or Vestry) can brainstorm to suggest names of possible captains and begin making calls to invite them. Some will say yes to captain, some no to captain but yes to visitor, some no to both. Further brainstorming can produce a list of possible visitors and this list can be divided among the captains, or the captains can share out different pages of the parish directory to use as a list of potential visitors. The goal in dividing the list of potential visitors is to avoid having parishioners receive multiple calls from different captains.
How Will We Train Captains and Visitors?

- Set two dates for training, which should be on different days of the week and at different times.
- Have a clear agenda for the training session and a well-defined goal for the visits.
- Open and close the training sessions with prayer.
- This is an "education opportunity" for a good percentage of the parish, so prepare your message well and provide appropriate handouts.
- Provide "Guidelines for Visits" with a calendar identifying when the visits should be done, suggestions on calling to set up visits, suggestions on conducting the visit itself, and a card or page with the name, address, and phone number of each person/family to be visited and room to record the information gathered or answers obtained.
- Copy and distribute the materials the visitors will be taking with them on their visits. These might be such things as a booklet describing the ministries and activities of your church, a questionnaire, the proportionate giving table, a financial pledge card and/or a time and talent pledge form for the next year.
- If the purpose of the visits is to obtain information:
  - Include an explanation of the purpose of the visits
  - Include in the training a brief Bible Study related to the purpose of the visits. (For example, 1 Corinthians 12 is appropriate if the goal of the visits is to build community or invite participation in church activities.)
  - Include a list of questions. One important question all visitors should ask is "How can the church meet your needs?", and the information obtained must be passed along for follow-up
  - Include an explanation of how the answers will be used and what type of feedback to expect
- If the purpose of the visits is to obtain a financial pledge:
  - Expect the pledges of the captains and visitors to be in early, before visits begin
  - Include a brief stewardship Bible Study or exercise in the training
  - Include information on tithing and proportionate giving

Resources:
Sample materials from three different visitations for St. John’s Episcopal Church in Worthington and one from the Church of the Redeemer in Cincinnati are included. These samples won’t necessarily be applicable in your own congregation, but they may give you ideas to work with.

- "Guidelines for Stewardship Visits," a set of practical suggestions for parish visitors, developed for a stewardship effort one year which involved visiting as many parishioners as possible to deliver a booklet celebrating the ministries of the church, as well as a pledge card
- St. John's Listens to You" a questionnaire used at St. John's to gather information on people's likes, dislikes, desired activities, and spiritual needs, as well as their thoughts on possible building renovations
- "St. John's Conversations," questionnaire with a goal of providing information to the wardens and vestry, to assist them in identifying ways to serve parishioners and welcome newcomers more effectively
• An information gathering page used at the Church of the Redeemer. The page could be used whether the visits were in person, on the telephone, or in a group setting.
• Commissioning at Sunday Services: A litany for commissioning stewardship workers
Guidelines for Stewardship Visits

Each of us will be visiting up to four parishioners to talk to them about the ministries and activities of St. John’s, as described in the booklet, “Growing in the Joy of Faith,” and to deliver their financial pledge card and time and talent pledge form for the year 200X. We will be calling on people who have never pledged before as well as previous pledgers. To assist you with your calls and visits, some suggestions for "what to say" are given below. However, it is important for you to be yourself and use an approach you feel comfortable with. It is appropriate to pray before each call and visit, asking God to help you be clear, warm, and gracious in what you say, and to be sensitive to what is said to you. Make notes on the card for each parishioner you contact so that important information can be conveyed to your Team Leader, the Rector, or the church office as appropriate. Do not be apologetic in these visits. You are not "begging." You are asking fellow parishioners to join you in supporting the day-to-day mission and ministries of our church as our heartfelt response to God's gifts to us.

Making Calls to Schedule Visits

1. **Schedule appointments** for all your visits within a few days of receiving the names. Don't wait! Those that wait longer than a few days have a hard time getting their visits done on time. DO IT NOW! Dedicate and prioritize some dates in your calendar between October 31st and November 14th for this priority. Please do NOT call during the dinner hour (between 6 and 7 p.m.) - we don't want to be like those annoying and intrusive telemarketers.

2. **When calling for an appointment**, introduce yourself by name and identify yourself as calling on behalf of St. John’s. Tell them that you would like to visit them to talk about the ministries and activities of St. John’s, and to deliver their financial Pledge Card and Time & Talent Pledge Form for the next year. State that you would like to set a time within the next two weeks when you could meet with them for 20-30 minutes. Suggest two possible times for a visit and ask them to choose one or to offer an alternate date/time that would work better for them.

3. Possible responses:

   "**Yes**" — Then set date and time

   "**Save your time, it's not really necessary**" — "It is not a waste of my time. I would really like to meet with you. Can we set up a time?"

   "**My wife/husband takes care of that**" — "Could I speak to her/him?" or "Is there a convenient time I could call back to speak to her/him?"

   "**We're awfully busy**" — "I understand. I am too. However, I would really appreciate it if we could find a time in our busy schedules to visit. It will only take 20-30 minutes. What day would be best for you?"
"We're not involved much" or "I give what I can, but I can't make a pledge" or "We plan to move" – "Regardless of your participation, I'd just like the opportunity to visit with you about our congregation and get to know you."

"Just mail the material" – “We feel that it's really important to deliver the material personally. Would (date) be okay to do this?”

“I don't attend St. John's any more. I go to _________now.” – "We're sorry to lose you, but we wish you well in your new church." (Note this information on the index card.)

4. If the parishioner still turns down your offer of a personal visit, don't push the issue, and agree to mail the pledge materials to them. Send the financial Pledge Card and Time & Talent Pledge Form if applicable immediately with a reply envelope for their convenience. Please enclose a short hand-written note encouraging them to pledge, and asking them to put their pledge card and form in the offering plate or mail it to the church office by Sunday, November, 21

The visit itself

1. Introductions: This is a time to listen more than you talk. Ask questions about them, their interests, their involvement at your church and what they like about it. Try to avoid talking about dislikes or problems.

2. Present the “Growing in the Joy of Faith Booklet”: Ask if they had a chance to review the booklet, and point out highlights in their booklet or the one you brought with you. Share openly how St. John’s is important to you and what ministries and activities you are or have been involved in.

3. Present the Pledge Card and Time & Talent Pledge Forms if applicable: Discuss the purpose of each one and point out the different parts of the Time & Talent form. Indicate that you have already made your own commitment of Time, Talent, and Treasure and are asking them to join you and others in supporting the ongoing mission and ministries of St John’s.

4. Follow up: Answer questions. Encourage them to look over the description of proportionate giving. Ask them to give prayerful consideration to their commitment of treasure, time, and talent.

5. Thank them: Thank them for the time you had together and express your appreciation of their welcoming you. Ask them to place their completed Covenant Forms in the offering plate by November, 21, (or they can mail it to the church office).
Just In Case …

If someone criticizes the clergy, a parish program or policy, or a person or group in the parish, respond sympathetically and openly. Don't argue or defend, don't agree or disagree. Encourage them to take their concern or complaint directly to the clergy or the person or group involved, so you aren't caught in the middle.

After Your Visit

Write a personal note to the parishioners you visited, thanking them for their hospitality, for sharing their experiences of St. John’s with you, and for their pledge.

Collecting Feedback and Information

After each phone call and personal visit, make notes on the index card of any complaints, hardships, pastoral concerns, or people who have left St. John’s (or are considering it) for the clergy and staff. Include positive comments and other useful information gathered during your call or visit. Make note of changes in addresses or phone numbers for the church office. Return the cards with your notes to your Team Leader whose phone number is ____ ____. It is very important to let your Team Leader know who wanted the materials mailed to them and whether you mailed it or need the church office to mail it.

THANK YOU!

THANK YOU for your willingness to offer YOUR time and talents to serve St. John’s by assisting us with the stewardship program. We hope this experience will be a blessing to you.
St. John's Listens to You

Questionnaire

Name(s)___________________________
Address___________________________

Home Phone_____________ Work Phone(s)_____________________

Your input and ideas are important to the health and growth of St. John's. Please answer the following questions. Feel free to use additional paper if you need more space.

1) What do you like best about St. John's?

2) What would you like to change at St. John's?

3) Which activities and/or ministries at St. John's interest you?

4) What more could St. John's do to meet your spiritual needs or assist your personal growth?

5) Having seen the concept drawings presented by Chuck Nitschke, what suggestions do you have for making our buildings more effective?

6) Other comments:
St. John's Conversations

March 10, 2000

Dear XXXX

Thanks for participating in Phase One of our St. John's Parish Conversations!

At St. John's we're good at many things, but one thing we need to improve is our ability to share our needs and our vision for St. John's with each other. With a new Senior Warden and the installation of several new Vestry members, a new initiative has emerged: St. John's Conversations. This initiative involves setting aside time specially dedicated to discussing our parish with each other.

Phase One of St. John's Conversations is underway. In this phase, we seek to contact a number of households selected from our parish list. Our goal is to LISTEN, not to speak, and there is no intent to solicit support or talk stewardship. We want to know anything about our life at St. John's which might better meet people's needs.

Thank you for agreeing to be an interviewer for St. John's Conversations. As an interviewer, you aren't there to fix things or to be an amateur psychologist. You just need to be a good listener and a good scribe. Confidentiality is a MUST. The parishioner may choose to include his or her name or may wish to be anonymous. We are providing questions for you to ask, and we would like you to transcribe the answers in an abbreviated form. If you gain any additional information you think might be useful to the church, please include it. We hope you will be able to interview people in their homes. A phone interview would be the second choice. If someone is really adamant about not wanting a visit or even a phone interview, you may mail them the questions.

Please return completed forms to ______________, either in person at church, or by mail to ___________________________ Columbus, Ohio 43229. If you have any questions, call______________ at ___ ____ (home) or ______ (work).

Thank you very much for your time and dedication!

Sincerely,

Xxxxx
Junior Warden
St. John's Conversations
Instructions and Guidelines

Initial Phone Contact: Your purpose is to make an appointment to visit and conduct the interview.

"Hello, this is________, and I'm a member of St. John's Church. As part of our parish's search for ways to build our congregation and serve our parishioners more effectively, we are interviewing a sampling of St. John's parishioners. I have been asked to help, and your name is on my list.

"At St. John's we're good at many things, but one thing we need to improve is our ability to share our needs and our vision for St. John's with each other. With a new Senior Warden and the installation of several new Vestry members, a new initiative has emerged: St. John's Conversations. We'd like to find out what about St. John's has been good for you, and what things have not been so good. I'd like to visit with you to hear your thoughts and suggestions. Your comments will be completely confidential and can be anonymous if you wish. Could we set a day and time for me to meet with you for about half an hour either at your home or another convenient place?"

If yes, set date, time, and place: ________________________________

If they don't want a personal visit, try for a phone interview:

"If it isn't convenient or possible for us to get together in person, may I ask you the questions now over the phone?"

If yes, go on to questions on the next page. If no: "Can we set a better time when I could call you back? It should only take about fifteen minutes." Date & time for call back: _________________________

People may ask how the information will be used. The answers will be compiled for a report to the Vestry and clergy and to appropriate committees to help them find better ways to serve our parish and help it grow. Names will NOT be included in these reports. If people share concerns with you that they specifically want someone to respond to, get their permission to convey the information to the appropriate person.
St. John's Conversations Questionnaire

Name of parishioner(s): ___________________________
Name of interviewer: _____________________________

Suggested questions:

1. What attracted you to St. John's? How long have you been attending?

2. What do you like best about St. John's worship? What do you like least? Do you have any suggestions?

3. What do you like best about St. John's outside of worship? What do you like least? Do you have any suggestions?

4. What do you see as St. John's strongest and weakest points?

5. What can we all do to involve people better in our parish life at St. John's?

6. We want to be welcoming to newcomers. What ideas or suggestions do you have about how to do this?

7. What are some of your favorite St. John's moments?

We thank you sincerely for giving us this chance to hear from you. Your thoughts and suggestions will help us find ways to serve our parishioners and welcome newcomers more effectively. Thanks again!!
Church of the Redeemer Questionnaire

Parishioner Name________________________________
Address _________________________________________
Phone Number ________________

Caller: ______________________

Personal Meeting Successful?  Yes____  No ____
If yes, describe. If no, why not?

Describe attitude toward stewardship?

Any thoughts, opinions, comments expressed about Redeemer, Clergy, etc?

Any interest expressed in increased involvement in any activities of the Redeemer?

Any interest in being a caller in next year's campaign?

Any other comments?
Commissioning at Sunday Services

The following sample commissioning litany is intended for use in the Sunday service preceding the beginning of the parish visits.

Sponsor: I present to you these persons who have accepted the ministry of Captain (or team leader) and Parish Visitor.

Rector: Do you accept this call to ministry?

Captains and Visitors: We do with God's help

All say: God, who supplies seed for sowing and bread for eating, will supply the seed you need and produce a rich harvest.

Rector: Let us pray. (Silence) Lord Jesus Christ, you sent laborers to prepare for your coming: Be with all those who go forth in your Name, that by their witness and commitment the hearts of many will be turned to you; who lives and reigns for ever and ever. Amen

In the Name of God and of this congregation I commission you as Captains (or team leaders) and Visitors at St. XX's.

All say: God, who supplies seed for sowing and bread for eating, will supply the seed you need and produce a rich harvest.