

A Stewardship Timeline

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Four Weeks prior--

- Kickoff mailing to congregation utilizing theme letterhead mailed on the Monday before the first of the theme Sundays.

Three Theme Sundays prior—

- Theme oriented worship materials, worship folders, and inserts
- Special music to tie all three Sundays together
- One bulletin insert per Sunday

Monday before Stewardship Sunday

- Letter focused on Sunday's celebration sent out with reminder to bring the completed pledge cards

Stewardship Sunday

Monday following--

- Acknowledgement Letters thanking people for their gifts with notation of pledged amounts.
- Follow up Letters to non-pledgers allowing several weeks more for pledges to come in

Sunday following--

- Announce pledging progress and goal at worship
- Have materials ready for those who have not yet pledged

Second Sunday following—

- End of the formal Stewardship Campaign
- Begin processing results with body responsible for budget
- Prepare Final budget ready for annual/budget meeting and approval