



Stewardship Cultivation



In addition to our personal response, we can cultivate our garden through our church and diocesan organizations and through external organizations. The U.S. Bishop's pastoral letter endorses the concept of stewardship as a faith response. As we make a commitment to a faith response, we also must have tools to help with the practical implementation of stewardship programs.

PDS User's Guide for Stewardship (part of PDS Church Office™)

The PDS User's Guide for Stewardship is a comprehensive plan that helps you implement stewardship and evangelization programs to grow a flourishing community.

This guide will help you with:

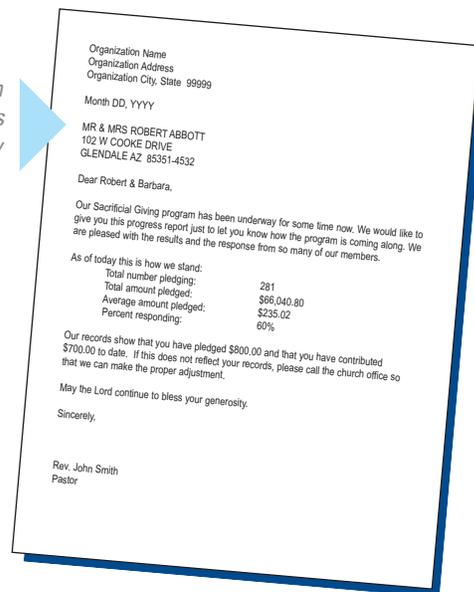
- **Gathering and reviewing preparatory information,**
- **Conducting a communication program,**
- **Implementing a follow-up call plan, and**
- **Reviewing results through comparative reports.**

A comprehensive set of customizable letters and reports is also included in this guide to create a powerful tool that will help you keep parishioners well informed and actively involved in furthering the mission of the parish.

The PDS User's Guide for Stewardship comes with pre-written letters such as the one shown here. As with other Church Office EZ Letters, you can easily add and modify letters to fit your needs.

Where to Find this Helpful Guide...

The PDS User's Guide for Stewardship is included as a feature in PDS Church Office v5.0 or later. Select the help function from the menu at the top of your Church Office screen, then select View the Stewardship Guide.



Enhance your stewardship campaigns with the PDS User's Guide for Stewardship

Time and Talent Reports

- Create family or member **stewardship letters** with ministry information or use prewritten text
- Print member involvement **sign up cards** with selected ministries
- **Track family and member ministry information** with amount pledged and given
- **Update all member ministry information** from a quick entry screen
- Assign families / members to be contacted by stewardship volunteers with **personal visit worksheets**
- **Sort members by ministries** for updating records
- **Compare ministry involvement** from one date to another
- Print letters with member **ministry sign up forms**
- **Print Sorted listing of requested ministry key words** with the option to print contact names and phone numbers
- **Create worksheets** with the number of members for each ministry and status
- **Make labels and envelopes** for selected ministry mailings
- **Export files** with member and ministry information
- **Compile a ministry statistics summary** containing analyses of family / member involvement

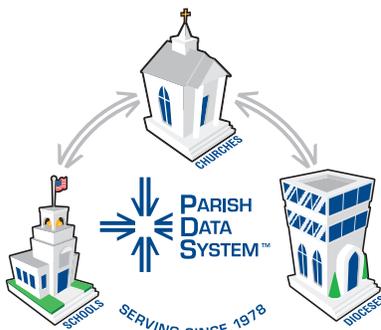
Treasure / Financial Reports

- **Design pledge mailing cards** with financial information
- **Create financial stewardship letters** with your own or prewritten text
- **Create pledge entry worksheets** with blank lines for pledge information and quick entry of terms and rates
- **View family listing of pledges and payments** for up to five years
- **Compare yearly pledges and payments** by category
- **Analyze general statistics** with regard to active and inactive status and ministry involvement
- **Track pledge progress** by amount paid and balance
- **Analyze the breakdown of pledges given** weekly and monthly and by percent givers
- **Compare income from year to year** for planning future budgets

Time, Talent, and Treasure Reports

- **Record census, ministry and pledge information** with a census-type form or create your own form
- **Break down lists of family and member involvement** by levels of giving

Please note: If you do not currently own PDS Church Office v5.0 or later, you will need to purchase this software in order to utilize the PDS User's Guide for Stewardship.



For more information please visit:
parishdata.com/stewardship

or call **800.892.5202**

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