

Leadership Responsibility Worksheet

Sample for Financial Renewal

TASK	PERSON RESPONSIBLE	PHONE #
Check to see that all ordered Materials are received properly	_____	_____
Replace Stewardship Prayer In pews/missalettes/hymnals if worn	_____	_____
Fall Training Days Invite and follow-through with all who should attend	_____	_____
Prepare the Annual Report of Parish Life Date: _____	_____	_____
Bulletin Announcements Dates: _____	_____	_____
Bulletin Inserts Dates: _____	_____	_____
Pulpit Announcements Dates: _____	_____	_____
General Intercessions Dates: _____	_____	_____
Witness Speakers Selection, Invitations, Scheduling, Training (Schedule witness talks before people are invited to make a Commitment)	_____	_____
Mailings: Prepare for all mailings First, Second, Follow-Up, Thank You's, Stay the Same	_____	_____
Individuals to Supply Pews: Place Take-A-Step and/or Commitment Forms, and pens/pencils in pews. Dates: _____	_____	_____
“Walk” through the Commitment Card Script and Review with presenters (clergy or others) Dates: _____	_____	_____
Record Commitment Card Data	_____	_____
Homilies on Stewardship and Theme Check that all have been received by clergy.	_____	_____
Liturgy/Art/Environment/Music	_____	_____
Telephone Follow-Up	_____	_____
Quarterly Report Letters	_____	_____
Data Entry/Management Issues	_____	_____
Gather Statistical Data/Comparisons	_____	_____
Review and Assessment	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____
Review and Assessment	_____	_____