

Leadership Responsibility Worksheet

Sample for Time and Talent Renewal

TASK	PERSON RESPONSIBLE	PHONE/E-MAIL
Check to see that all ordered materials are received properly	_____	_____
Homilies on Stewardship and Theme Check that all have been received by clergy.	_____	_____
Liturgy/Art/Environment/Music	_____	_____
Replace Stewardship Prayer In pews/missalettes/hymnals if worn	_____	_____
Ministry Directory:Printer Date Gather/revise data on parish ministries	_____	_____
Select Gifts Celebration <u>Committee</u> 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 and Thank You	_____	_____
Individuals to Supply Pews: Place Ministry Directories, and/or Commitment Card, and pens/pencils in pews. Dates:	_____	_____
“Walk” through the Commitment Card Script and Review with presenters (clergy or others) Dates:	_____	_____
Record Commitment Card Data	_____	_____
Ministry Leader Follow-Up	_____	_____
Gift Discernment	_____	_____
Interviewing/Matching Gifts	_____	_____
Orientation/Training for new ministers	_____	_____
Time and Talent Statistical Report	_____	_____
Quarterly Ministry Report	_____	_____
Ministry Recognition	_____	_____
Other	_____	_____
Review and Assessment	_____	_____