

# STEWARDSHIP Goal 9.1

## COMPREHENSIVE STEWARDSHIP PROGRAM

Within 3 years, each Parish will begin to implement our Metropolis’ comprehensive *Igniting The Flame Of Stewardship* program, including a youth stewardship program, adapted to the needs of the Parishes.

STEWARDSHIP GOAL 9.1 ACTION PLAN			
Specific Key Actions Necessary To Achieve Stewardship Goal 9.1	Who Must Do Each Action	Timetable: How Many Months or Days To Finish Action From Previous Action	How Will We Know When This Action Has Been Completed
1. Recruit Stewardship Goal 1 Task Force (“STF1”)	Stewardship Strategic Planning Task Force and the Goal Captain	1 month after Start Date	STF1 members agree to serve
2. STF1 meets and allocates work to: (a) review the current Metropolis Igniting the Flame of True Orthodox Christian Stewardship Program and assess what is effective and what needs to be re-tooled; and (b) complete research of other stewardship best practices that can be implemented in the Metropolis, including youth stewardship programs	STF1	1 month after step 1	Meeting has occurred and re-tooling process and best practices research has started (to be updated as new best practices are identified per steps 4 and 12)
3. Complete the assessment and research in the previous step 2, including determination of what constitutes best practices	STF1	3 months after step 2	Assessment and research is complete
4. Synthesis of new stewardship best practices and best of the current Igniting the Flame of True Orthodox Stewardship Program to create a new and improved Metropolis of Atlanta Igniting the Flame Stewardship Program (that includes youth stewardship programs) (“ <b>Igniting The Flame of Stewardship Program</b> ”) and publish it on Metropolis Resource Center Portal (“ <b>Portal</b> ”)	STF1	5 months after step 3	New and improved Metropolis Igniting the Flame of Stewardship Program has been developed and published on the Portal
5. Clergy Skype-type sessions (and Clergy retreat sessions) will build a consensus as to the nature of Parish stewardship challenges, the proposed solution and their support	STF1 Clergy leader	Simultaneously with steps 2 – 4	All Clergy have participated in a Skype-type (and Clergy retreat) session
6. Recruit Stewardship Trainers (the “ <b>Stewardship Trainers</b> ”) for the Metropolis Igniting The Flame of Stewardship Program	STF1 and Stewardship Trainers	Simultaneously with steps 2 – 4	Stewardship Trainers have accepted responsibility
7. Recruit a team (the “ <b>Stewardship Support Team</b> ”) to assist Parishes that have received stewardship training with ongoing support to help address their stewardship challenges and fully implement the Metropolis Igniting The Flame of Stewardship Program	STF1 and Stewardship Support Team	Simultaneously with steps 2 – 4	Stewardship Support Team have accepted responsibility

<b>STEWARDSHIP GOAL 9.1 ACTION PLAN</b>			
<b>Specific Key Actions Necessary To Achieve Stewardship Goal 9.1</b>	<b>Who Must Do Each Action</b>	<b>Timetable: How Many Months or Days To Finish Action From Previous Action</b>	<b>How Will We Know When This Action Has Been Completed</b>
8. Develop a support process by which Parishes that have received stewardship training can receive ongoing support to help address their stewardship challenges and fully implement the Metropolis Igniting The Flame of Stewardship Program	STF1 and Stewardship Support Team	2 months after step 4	Parish Stewardship Support Process has been developed
9. Conduct a Train the Trainers program for both the Stewardship Trainers and Stewardship Support Team (both in person and via webinar/Skype-type sessions)	STF1, Stewardship Trainers, and Stewardship Support Team	2 months after steps 5 -7	Training programs have been completed
10. Communicate to the Parishes the availability of the Metropolis Igniting The Flame of Stewardship Program to the Parishes and schedule stewardship training programs between the Stewardship Trainers and the Parishes (or groups of Parishes)	STF1 together with Stewardship Trainers and Stewardship Support Team	1 month after step 8	Each Parish has been contacted to schedule its Metropolis Stewardship Training
11. Create an overall schedule that ensures each Parish can receive specific and personalized training in the Metropolis Igniting the Flame of Stewardship program (both in person and via webinar/Skype-type sessions), as well as through regional training programs throughout Metropolis	STF1 and Stewardship Trainers	2 months after step 9	Each Parish has a scheduled Metropolis Igniting the Flame of Stewardship program
12. Establish Portal location and process for Parishes and STF1 to share new stewardship best practices and results	STF1 and TTF	Simultaneously with step 3	Best practices sharing has been enabled on the Portal
13. Follow-up each Parish training program with Stewardship Support Team process and regularly scheduled (weekly or monthly) follow-up conference call/webinar/Skype-type sessions to deal with specific Parish issues and challenges	Stewardship Support Team	Beginning immediately after each Parish receives Stewardship Training	Each Parish has a Support Schedule tailored to its needs
14. Conduct follow-up assessment with Parishes of Stewardship Trainers and Stewardship Support Team process, successes, challenges and revise the Metropolis Igniting the Flame of Stewardship program and Stewardship Support Process and make necessary improvements	STF1 (in conjunction with Training Team and Stewardship Support Team)	Each Parish receives follow-up within 6 months of Training and at least semi-annually thereafter	Each Parish has received follow-up assessment and Metropolis Igniting the Flame of Stewardship program and Stewardship Support Process has been improved

## STEWARDSHIP Goal 9.2

### SKILLS MATCHING PROCESS

Within 2 years, we will establish a process and a resource for collecting and matching parishioners' skills and talents with Parish and Metropolis needs.

<b>STEWARDSHIP GOAL 9.2 ACTION PLAN</b>			
<b>Specific Key Actions Necessary To Achieve Stewardship Goal 9.2</b>	<b>Who Must Do Each Action</b>	<b>Timetable: How Many Months or Days To Finish Action From Previous Action</b>	<b>How Will We Know When This Action Has Been Completed</b>
1. Recruit Stewardship Goal #2 Task Force ("STF2")	Stewardship Strategic Planning Task Force and the Goal Captain	1 month after Start Date	STF2 members agree to serve
2. Identify target data for collection for skills matching needs and talents	STF2	2 months after step 1	Target data list finalized
3. Develop 2 questionnaires to elicit target data --- one for Parish Councils and the other for individual parishioners	STF2	3 months after step 1	Questionnaires finalized
4. Post on Metropolis Resource Center Portal ("Portal") electronic versions of questionnaires which can be completed and create a database on Portal in which results can be maintained and searched	STF2 in coordination with CTF	8 months after step 2	Questionnaire and database successfully tested on Portal
5. Develop (a) rules regarding access and privacy of collected data; and (b) disclaimer for Portal alerting users that individuals in database are not endorsed by anyone and users should verify their qualifications prior to engaging their services	STF2	Concurrent with step 4	Approval of data access rules and disclaimer by the STF and posting to Portal
6. Develop and distribute to each Parish's Priest, President, stewardship chairman, strategic planning communications ambassador, council of ministries, and Parish Councils a cover letter from the Metropolitan requesting: (a) completion of online Parish Questionnaire; and (b) support in achieving parishioner completion of the online Parishioner Questionnaire and in distribution and collection of hardcopies of Parishioner Questionnaire by a specified date. Parishes to determine best means of delivery to parishioners.	STF2	1 month after step 4 and 5	Letter sent to Parishes.
7. Contact the Priest, strategic planning communications champion, and stewardship chairman at each Parish to explain the initiative and follow up regarding participation and collection and return of paper questionnaires by a specific date determined by the STF2	STF2	3 months after step 6	Leadership at each Parish has agreed to support distribution and collection of data.

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8. Input of hardcopy data received from Parishes into the database	STF2 and Portal	3 months after step 7	Hardcopy data input into the Portal
9. Develop and publish the process and timeline for STF2 to request, and Parishes/parishioners to remit Target Data annually	STF2	2 months after step 8	Process approved by STF and posted on Portal.
10. Announce the availability of, and process to access, the Metropolis talent database	STF2 and Communications Task Force	2 months after step 8	Announcement of Portal database is issued to Parishes
11. Identify groups of individuals with common expertise (e.g., finance, legal, construction, education, etc.) who can offer their talents to a Metropolis Parish as part of a special assistance team (“SWAT Team”)	STF2	2 months after step 8	Potential SWAT Team members identified
12. Recruit individuals from within each area of expertise to serve when needed on a SWAT Team	STF2	3 months after step 11	At least three members recruited in each area of expertise
13. Develop and publish the process for Parishes to request SWAT Team assistance	STF2 and Communications Task Force	1 month after step 12	Process posted on Portal
14. Announce to each Parish’s priest and Parish Council the availability of SWAT Team assistance	STF2 and Communications Task Force	1 month after step 12	Notification sent to Parish priests and Parish Councils
15. Assemble SWAT Team in response to a specific Parish request and provide coordination and support	STF2	Ongoing	As needs are identified and addressed by SWAT Teams

## STEWARDSHIP Goal 9.3

### RE-FORMULATION OF CHURCH FUND RAISERS

Within 18 months, we will establish a program to inspire Parishes to re-tool, re-dedicate, and re-purpose church fundraising activities to focus on external charitable outreach, evangelism, and hospitality.

<b>STEWARDSHIP GOAL 9.3 ACTION PLAN</b>			
<b>Specific Key Actions Necessary To Achieve Stewardship Goal 9.3</b>	<b>Who Must Do Each Action</b>	<b>Timetable: How Many Months or Days To Finish Action From Previous Action</b>	<b>How Will We Know When This Action Has Been Completed</b>
1. Recruit Stewardship Goal Task Force (“STF3”) of at least 6 members to serve as Metropolis ambassadors to communities	Stewardship Strategic Planning Task Force and the Goal Captain	1 month after Start Date	STF3 members agree to serve
2. Survey Parishes and compile inventory of existing fundraising activities and beneficiaries of funds from data produced by Metropolis and Parishes	STF3 and Parish Priest and Parish stewardship chairs	3 months after step 1	Survey completed and information compiled
3. Research best practices by Parishes (Orthodox and others Christian churches) that are successful on not using fundraisers to operate their Parish and identify most effective techniques	STF3	Simultaneously with step 2 (3 months after step 1)	Research completed
4. Summarize best practices and load onto Metropolis Resource Center Portal (“Portal”)	STF3	3 months from step 3	Fundraiser repurposing best practices loaded onto Portal
5. Create and publish suggested Parish general assembly resolutions, communications strategies and promotional materials to assist Parishes in repurposing fundraisers including a template timeline and support for the Metropolis Igniting The Flame of Stewardship program to change the financial stewardship results	STF3	Simultaneously with step 4 (3 months after step 3)	Resolution and communications examples published
6. Identify, recruit, and assign fundraising experts to assist Parishes	STF3	3 months after step 4	Fundraisers identified and assigned
7. On-site / regional visits by STF3 ambassadors with Parish stewardship chair and committee to assist in implementation of repurposing action plan	STF3 and Parish liaison	Starting 1 month after step 6 and as requested by Parishes	When visits to Parishes are completed
8. Annual telephone conference between STF3 and each Parish stewardship committee to obtain feedback from Parishes, address concerns, and offer suggestions	STF3 and Parish stewardship committee	1 month after step 7 and annually thereafter	When calls to Parishes are completed
9. Create questionnaire and request feedback from Parishes as to degree of accomplishing the retool of church fundraising activity and additional suggestions to be shared on Portal	STF3 and Parish stewardship chairs	6 months after step 7	Circulate letters to Parishes; responses received by Parishes 2 months later

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10. Compile response data from questionnaire and calls	STF3	2 months after Step 9	Post responses to Portal
11. Feature Parishes and their events in which re-dedication of fundraising income has been accomplished	STF3	1 month after Step 10	Post to Portal and publish to Parishes
12. On a semiannual basis, revisit the template materials and supporting documentation to supplement and amend the same	STF3	2 years after Start Date	Publish revisions to the action plan as required

