



Example of a year-round Stewardship and Finance Calendar using a year-round campaign method¹

(Note: this calendar assumes a January-December fiscal year)

January

- Send end of year giving report to giving members with a thank-you to givers
- Review committee job description
- Set up audit process
- Send letters to those renewing their membership in February

February

- Receive monthly report
- Complete a Financial Policy Review
- Send letters to those renewing their membership in March

March

- Receive monthly report
- Letters to those renewing their membership in April
- Complete an investment vehicle review

April

- Receive monthly report
- Send quarterly update letter to giving members
- Send letters to those renewing their membership in May

May

- Receive monthly report
- Plan a Tithers/Givers banquet
- Send letters to those renewing their membership in June

¹ See the 2003 issue of *Giving* for more about year-round stewardship campaigns. *Giving* can be ordered via www.DesignForMinistry.com



June

- Receive monthly report
- Send letters to those renewing their membership in July

July

- Receive monthly report
- Send quarterly update letter to giving members
- Send letters to those renewing their membership in August

August

- Receive monthly report
- Finalize Tithers/Givers banquet
- Send letters to those renewing their membership in September

September

- Receive monthly report
- Send letters to those renewing their membership in October

October

- Receive monthly report
- Develop the next year's spending
- Send quarterly update letter to giving members
- Send letters to those renewing their membership in November
- Draft of next year's membership renewal letter

November

- Receive monthly report
- Distribute draft of spending plan
- Develop end of year forecast
- Hold Congregational meeting and Tithers/Givers banquet
- Send letters to those renewing their membership in December
- Approve of next year's membership renewal letter

December

- Receive monthly report
- Send letters to those renewing their membership in January
(use newly developed letter)

