

## **ACTS Commission Checklist**

*From Transforming Stewardship, Robertson, C. K*

- \* Consider and decide on the overall THEME for the coming year.
- \* Draw up Vestry “step-up” stewardship statement for publication and framing.
- \* Begin tracking demographic data
- \* Divide members into 4 categories: Apostles, Contributors, Teens & Children, Seekers  
(This is done by whoever knows the pledge data—anonymity of individual pledges is still honored)
- \* Begin drafting personal notes and formal letters to be sent
- \* Plan Invitation-only event for newer members

### **Five or six weeks before the ingathering...**

Send out Personal Invitation to members of Seekers group

Finish preparing for Invitation-only event

Put finishing touches on pledge card, Formal Letters, and Personal Notes

### **Three weeks before ingathering...**

Host Invitation-only event for members of Seekers group. Give out pledge cards at that event

Send Formal Letter on behalf of Vestry (with pledge card) to Contributors & Teens groups

Send out different Formal Letter on behalf of the Vestry (with pledge card) to Apostles group

Priest or Sr. Warden sends out Personal Note to members in Apostles group

Publish Vestry “step-up” statement in newsletter and on parish-wide e-mail

### **Two weeks before ingathering...**

Talk about the mailings from the previous week

Talk about the “Newer members event” from the previous week

Place framed Vestry “step-up” stewardship statement in Church Hall

Publish headline story about THEME for the coming year in newsletter

### **One week before ingathering...**

Announce the plans for next week’s Ingathering of Pledges

Talk about the coming year’s THEME from the pulpit

Give clear directions about Pledge Cards in the newsletter and e-mail

Liturgically commission and bless the various groups & guilds of the Church

### **The ingathering...**

Have extra Pledge Cards ready for those who forgot to bring theirs

Frame the entire service around Remembrance & Expectation

Receive the Pledge Cards in a separate offering from the Offertory (*perhaps after the sermon and before the Renewal of Baptismal Vows*)

### **As Follow-up...**

Immediately begin writing personal Thank You’s to those who pledged

On the weekend after the ingathering announce the results and offer lots of public appreciation, not only for the pledgers, but also for the workers

Within two weeks, write personal cards to those who have a history of pledging but have not yet done so