

*Managing our Finances:
A Resource Manual for Parish Leaders*



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Managing our Parish Finances: How to use this Manual

This manual contains eight 30-minute sessions designed to help your parish council/advisory board manage the parish finances. The sessions are divided into four categories, and each session includes a take-home devotion, bulletin insert or resource sheet.



Here are three recommended options for using this resource manual – if none of them fit your parish, please feel free to combine them or invent your own:

1. One session per week for eight weeks perhaps as a study before or after worship.
2. One session per month for eight months, perhaps as part of your council/board meeting.
3. A day-long retreat in which all sessions are done consecutively.

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Please feel free to photocopy this resource manual and use it as many times as needed.

A copy of this manual is available online at www.dioceseofalgoma.com

More resources are available from the Ontario Stewardship Network at www.osn.ca

Managing our Parish Finances

Session 1: Money and the Christian Life

The Bible contains a little more than 500 references to prayer, almost 500 references to faith, but there are more than 2,000 references to money and possessions. Of the 38 parables told by Jesus in the gospels, 16 of them are about how we handle our money. Jesus said more about money than about prayer and heaven combined.* There is no doubt about it: God considers the way we manage our money to be an important indicator of how we manage our entire lives. *The question is: How do we manage our money?*

Money constantly affects our lives as Christians and our church as a Christian community. Many individuals struggling to meet their budgets find themselves plagued by debt and financial restrictions that create stress in their home, work and daily relationships. The same thing is true of churches; their struggles to meet the budget create stress and conflict that can interfere with the ministry of the church. Even when the church is meeting its budget, there is always concern over how money should be spent and whether or not the church will be able to meet its budget in future years. Some churches consider money to be too personal or controversial a subject to be discussed in a public and deliberate manner, resulting in pews full of people who don't know the budget, financial needs or spending priorities of their church.

The reality is this: You are the managers of a charitable organization, and financial management is a key element of the success of your church. This is all the more true because the God we serve has made it clear to us that we must manage our money, or our money will manage us! Consider the following story in which Jesus inspired someone whose life was ruled by money to change his ways and let God direct his life and money instead...

"Jesus entered Jericho and was passing through it. A man was there named Zacchaeus; he was a chief tax collector and was rich. He ran ahead and climbed a sycamore tree so that he could see Jesus pass by. When Jesus came to that spot, he looked up at him and said, 'Zacchaeus, hurry and come down; for I must stay at your house today.' So he hurried down and was happy to welcome him. All who saw it began to grumble and said, 'He has gone to be the guest of a notorious sinner.' Zacchaeus stood there and said to Jesus, 'Look, half of my possessions, Lord, I will give to the poor; and if I have defrauded anyone, I will pay back four times as much.' Then Jesus said to him, 'Today salvation has come to this house.'" *Luke 19:1-10*

Ask Yourselves These Questions...

1. As leaders of the church, can we understand and explain our budget needs and priorities?

2. Does the average person in the pews know what our budget needs and priorities are?

3. Do we invite and inspire generous giving, or compel people to give in order to fix our latest deficit?

4. Do we encourage each other to consider how we manage money in our personal lives as well as our church?

Closing Prayer... BAS, p.396

Creator of the fruitful earth, you made us stewards of all things.
Give us grateful hearts for all your goodness, and steadfast wills to use your bounty well,
That the whole human family, today and in generations to come,
May with us give thanks for the riches of your creation.
We ask this in the name of Jesus Christ the Lord. Amen.

**From Scarcity to Abundance*, David M. Ponting, ABC Publishing, 2005, p. 25

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|---|---|
| <p>Money and the Christian Life: Devotion 1</p> <p>Living is giving. We live life best as we give our strengths, gifts, and competencies in the service of God’s mission. We are called to serve, not survive. Our giving makes a difference in our families, our work, our community, our world and our church.</p> <p style="text-align: right;"><i>Kenneth Callahan</i></p> <p>“Whoever is faithful in a very little is faithful also in much; and whoever is dishonest in a very little is dishonest also in much. No one can serve two masters; you cannot serve God and wealth.”</p> <p style="text-align: right;"><i>Jesus, in Luke 16</i></p> <p>Reflection Questions:</p> <ol style="list-style-type: none"> 1. Is money a source of stress in my life? 2. Do I consider my faith while setting my financial priorities? 3. Am I comfortable talking with others about money? <p>Today’s Prayer: Blessed are you, God of all creation, through your goodness I have gifts to share. Teach me to use my gifts in a way that honours to your kingdom. Amen.</p> | <p>Money and the Christian Life: Devotion 2</p> <p>The wealth we have gained to some extent belongs to our fellow beings; we are only the temporary custodians of our fortunes, so let us be careful that no complaint can be made of our stewardship.</p> <p style="text-align: right;"><i>Jacob H. Schiff</i></p> <p>Think of us in this way, as servants of Christ and stewards of God’s mysteries. Moreover, it is required of stewards that they be found trustworthy.</p> <p style="text-align: right;"><i>1 Corinthians 2:9</i></p> <p>Reflection Questions:</p> <ol style="list-style-type: none"> 1. What % of my net annual income do I give to my church? What % do I give to other ministries? 2. What item of my spending is equivalent to the amount I give to the church? (i.e. annual clothing budget, annual vacation, Christmas shopping, etc.) 3. What are my reasons for giving to my church? <p>Today’s Prayer: You made us Lord, and we are yours; grant that I may use your gifts so that all your creatures may enjoy the harmony you planned. Amen.</p> |
| <p>Money and the Christian Life: Devotion 3</p> <p>If we command our wealth, we shall be rich and free; if our wealth commands us, we are poor indeed.</p> <p style="text-align: right;"><i>Edmund Burke</i></p> <p>“Do not store up treasures for yourself on earth, where moth and rust consume and where thieves break in and steal; but store up treasures in heaven. For where your treasure is, there your heart will be also.”</p> <p style="text-align: right;"><i>Jesus, in Matthew 6</i></p> <p>Reflection Questions:</p> <ol style="list-style-type: none"> 1. How does my church keep people informed about its budget and financial needs? 2. As a church leader, when do I talk about church finances with other people? 3. How does my church encourage people to manage their personal finances in a Christian way? <p>Today’s Prayer: Heavenly father, you see how your children hunger for food, fellowship and faith. Help me to meet the needs of others in the love of Jesus Christ. Amen.</p> | <p>Money and the Christian Life: Devotion 4</p> <p>Remember that when you leave this earth, you can take nothing with you that you have received – only what you have given; a full heart enriched by honest service, love, sacrifice and courage.</p> <p style="text-align: right;"><i>St. Francis of Assisi</i></p> <p>“The point is this: the one who sows sparingly will reap sparingly, and the one who sows bountifully will reap bountifully. Each of you must give as you have made up your mind, not reluctantly or under compulsion, for God loves a cheerful giver.”</p> <p style="text-align: right;"><i>2 Corinthians 9:6-7</i></p> <p>Reflection Questions:</p> <ol style="list-style-type: none"> 1. What are my church’s priorities for ministry? 2. How does my church’s budget reflect these priorities? 3. What ministries of my church inspire me to give? <p>Today’s Prayer: Father, enliven the Church for its mission that we may be salt of the earth and light to the world. Amen.</p> |

Managing our Parish Finances
Session 2: 'Money and the Christian Life' Action Plan

“God does not want us to do extraordinary things;
He wants us to do ordinary things extraordinarily well.”
Bishop Charles Gore

1. What issues arose from our 'Money and the Christian Life' discussion and devotions?

2. How can we teach people about the importance of managing their money as part of their faith?

3. How will we communicate the church's financial needs and priorities to the people in the pews?

4. How can we encourage people's generosity without measures that panic, pressure or guilt?

The following page is a bulletin insert to encourage people to evaluate their personal financial management. Photocopy it, cut it down the middle and hand it out this Sunday. Remind people that it is for private use.

Summary of the Action Plan:
In order to teach and model Christian financial management, we will...

“Three things are necessary for Christian life; conversion of the heart, the mind and the purse.” *Martin Luther*

My God and My Money: Asking the Important Questions

“Do not neglect to do good and to share what you have, for such sacrifices are pleasing to God.” *Hebrews 13: 15-16*

“To acquire wealth is difficult, to preserve it is more difficult, but to spend it wisely, most difficult of all.” *Edward Day*

| Monthly Income | Monthly Expenses |
|---------------------------|-------------------------|
| Salary after tax _____ | Housing _____ |
| Other _____ | Transportation _____ |
| TOTAL _____ | Insurance _____ |
| | Loans/Debt _____ |
| | Utilities _____ |
| INCOME TOTAL _____ | Investments _____ |
| EXPENSE TOTAL _____ | Food/Drink _____ |
| \$ REMAINING _____ | Entertainment _____ |
| | Clothing _____ |
| | Church _____ |
| | Other _____ |
| | TOTAL _____ |

1. Where do I spend more money than I should?

2. What can I do to reduce these unnecessary expenditures?

3. What expense items are in my ‘other’ category?

4. Where do I need to spend more money?

5. In what areas does my spending reflect my faith?

6. What areas are missing or lacking in my financial management?
 Will/Estate Plan _____ Life Insurance _____
 Investments/Savings/Plan for Retirement _____
 Emergency Savings _____ Other _____

Giving to the Church

What % of my monthly income do I give to the church? _____

How did I arrive at this number? _____

What else in my budget gets this amount of money per month?

How does my church keep me informed of its budget, financial needs and spending priorities? _____

When I give my money to the church, how is it used?

Managing our Parish Finances

Session 3: Knowing and Setting Our Budget

“Don’t tell me where your priorities are.
Show me where you spend your money, and I’ll tell you where your priorities are.”

James W. Frick

“Bring your offerings into the storehouse, and thus put me to the test, says the Lord;
see if I will not open the windows of heaven for you and pour down for you an overflowing blessing”

Malachi 3:10

In many churches, the treasurer is the only person who can understand and explain the budget. In multi-point parishes with several budgets and treasurers, there may be no one who thoroughly understands the parish budget as a whole. The rules of our Anglican Church (the Canons) entrust the parish finances to the wardens in communication with the incumbent. They have the option of selecting a treasurer to assist them with the finances. Other members of the parish council/advisory board usually take part in setting and monitoring the annual budget. The work of managing the parish finances is not the treasurer’s alone – it is the work of the wardens, incumbent, and members of the parish council/advisory board – all with the approval of the vestry. The entire leadership team needs to be able to understand and explain the budget, financial needs, and spending priorities of the parish.

Take a Look at Your Budget and Ask Yourself These Questions...

1. Do I understand, and could I explain to others, each item on this budget and why it is necessary?
2. Do I understand, and could I explain to others, how our budget is determined from year to year and what criteria are considered when creating each year’s budget?
3. Is our budget a list of numbers or do we have a narrative budget to explain the ministry purpose of each item?
4. Do I know how our budget compares to some of the ‘best’ budgets in the Anglican church?

If you don’t know how your budget compares, grab a calculator and evaluate your budget according to these ‘best practices’ criteria as identified by the Stewardship Development Board of the Diocese of Toronto, 2006...

Open/identifiable offerings are sufficient to cover more than 70% of parish expenses _____

Over one-third of identifiable givers are on the Electronic Offering system _____

Parish directs at least 10% of revenue to outreach projects in the community and abroad _____

Identifiable givers are at or above the average of \$900/yr _____

Now evaluate your budget by the following financial management criteria...

Our parish relies on donations/transfers from parish groups (ACW, etc.) as part of our income _____

Our parish relies on transfers from our reserves as part of our income _____

Our parish relies on annual fundraising campaigns in order to meet our budget _____

Our parish *does not* have reserves that can be used to cover unforeseen emergencies or repairs _____

Our parish *does not* have a line in the budget for ministries with children or youth _____

An answer of ‘yes’ or ‘sometimes’ to these questions is a financial management ‘red flag’ for your parish.

Closing Prayer...

Jesus, receive our love and worship. Guide us and show us how to give you what we have,
For nothing is too big or small for us to offer, or for you to use. Amen.

| | |
|---|---|
| <p>Knowing and Setting Our Budget: Devotion 1</p> <p>All to whom God gives wealth and possessions and whom he enables to enjoy them, and to accept their lot and find enjoyment in their work – this is the gift of God. <i>Ecclesiastes 5:19-20</i></p> <p>Of great riches there is no real use, except in the distribution; the rest is but conceit. <i>Francis Bacon</i></p> <p>Reflection Questions:</p> <ol style="list-style-type: none"> 1. Do I need to learn more about our parish budget? 2. How did our parish budget measure up to the ‘best practices’, and how can we address our problem areas? 3. Does our parish budget contain money for outreach that will bring new people into our church? <p>Today’s Prayer:</p> <p>Almighty God your loving hand has given us all that we possess; grant us grace that we may love you with all that we have, through Jesus Christ our Lord. Amen</p> | <p>Knowing and Setting Our Budget: Devotion 2</p> <p>Ascribe to the Lord the honour due his name; Bring offerings and come into his courts. <i>Psalm 96:8</i></p> <p>Through our gifts we go where we cannot travel; witness where our voices cannot be heard; speak languages never learned and love those whom we have never met. <i>C. William Nicholson</i></p> <p>Reflection Questions:</p> <ol style="list-style-type: none"> 1. How much money does my parish holds in reserve funds, and for what purpose? 2. Does my parish invest these funds in an ethical manner with the highest possible interest income? 3. Does my parish use these funds for maintenance projects only, or for ministry projects as well? <p>Today’s Prayer:</p> <p>Almighty God, give us grace to be faithful stewards of the money your people have entrusted to us. Amen.</p> |
| <p>Knowing and Setting Our Budget: Devotion 3</p> <p>Worse than being blind is to see and have no vision. <i>Helen Keller</i></p> <p>All who believed were together and held things in common; they would sell their possessions and goods and distribute so that no one had any need. <i>Acts 2:44</i></p> <p>Reflection Questions:</p> <ol style="list-style-type: none"> 1. Are the people in my parish overworked because of fundraising events? 2. Does my parish rely on money from parish groups (ACW, etc.) to meet the parish budget? If yes, how would those groups use their money for ministry if the church didn’t require it to balance the budget? 3. Does my parish rely on fundraising events (dinners, sales, etc.) to meet the budget? If yes, how could we use the money from those events if the church didn’t require it to balance the budget? <p>Today’s Prayer:</p> <p>Almighty God, give us grateful hearts for all your blessings, and grace to use your bounty well. Amen.</p> | <p>Knowing and Setting Our Budget: Devotion 4</p> <p>If you want to know how rich you really are, find out what would be left of you tomorrow if you should lose every dollar you have tonight. <i>William Boetcker</i></p> <p>“Well done, good and faithful servant! Because you have been faithful in small things, I will put you in charge of many things!” <i>Luke 19: 19</i></p> <p>Reflection Questions:</p> <ol style="list-style-type: none"> 1. When I explain the parish budget to others, do I list the numbers or do I explain how the items benefit our ministry? 2. Could my parish benefit from a ‘narrative’ budget – a story to accompany and explain the numbers? 3. How can I take a greater role in helping to set and explain the budget of my parish? <p>Today’s Prayer:</p> <p>Almighty God, by your grace we are called into your service. Strengthen us with your Holy Spirit and make us worthy of your calling; so that all we do may show your love to the world. Amen.</p> |

Managing our Parish Finances

Session 4: Knowing and Setting Our Budget Action Plan

The congregations who do best in church finances have a rich, full, abiding compassion for mission.

They are motivated by a theology of service, not a theology of survival.

Their compelling, driving spirit is one of striving, serving, loving mission.

Kennon Callahan

Not everyone who says to me ‘Lord, Lord’, will enter the kingdom of heaven,

But only the one who does the will of my Father in heaven.

Jesus, in Matthew 7:21

1. How do our finances compare with the ‘best practices’ of other Anglican Churches? What needs to change?

2. What changes do we need to make in the way we handle our finances? _____

3. How will we work toward those changes? _____

4. Creating a ‘Narrative’ Budget: The purpose of a ‘narrative’ budget is to present the numbers in the context of an explanation of how those numbers enable ministry in the parish. For many people, this is a simple and pleasant way to understand the budget: certainly a lot more appealing than a list of numbers! The following page contains a narrative budget outline to get your parish started.

Fill-in-the-blanks on both sides

Photocopy it and cut it down the middle

Hand it out as a bulletin insert this Sunday.

If your parish already has a narrative budget, photocopy it and hand it out this Sunday.

Summary of the Action Plan:

In order to set our budget wisely, we will...

“The one who fails to plan is planning to fail”

Benjamin Franklin

OUR PARISH BUDGET

Total Projected Income: \$

Our parish has many sources of income. The most significant source comes from donations. Some donations are placed on the collection plate, others are received electronically through automatic withdraw agreements, and others are received in the mail. Income tax receipts are issued each year for donations received the previous year.

Last year, we received \$ _____ in donations.

This year, we are budgeting for \$ _____ in donations.

Another source of income for our parish is our fundraising events throughout the year. Last year, these events included _____

Last year, we received \$ _____ from fundraisers.

This year, we are budgeting for \$ _____ from fundraisers.

Other sources of income are miscellaneous donations, some earmarked for specific purposes such as outreach or Sunday School. Our other sources of income include: _____

Last year, we received \$ _____ in 'other' income.

This year, we are budgeting for \$ _____ in 'other' income.

Total Projected Expenses: \$

Our expenses fall into two categories:

1. *Ministry Within Our Parish* \$ _____
2. *Ministry Beyond Our Parish.* \$ _____

MINISTRY WITHIN OUR PARISH.

These expenses include the cost of maintaining, operating and insuring the buildings in our parish.

Last year: \$ _____, This year's budget \$ _____

This also includes the salary, living and travel allowance of our priest, who ministers to members of our church and community.

Last year: \$ _____, This year's budget \$ _____

Ministry within our parish also includes our administration costs such as photocopy/printing, postage, computer and supplies.

Last year: \$ _____, This year's budget \$ _____

There are many other ministries within our parish. Our budget suggests the following distribution:

Sunday School/Youth Ministry \$ _____

Local Outreach to Community \$ _____

Bible Study/Discussion Group Resources \$ _____

Other: _____

MINISTRY BEYOND OUR PARISH

There are two items of expense in this category. The first, and largest, is our apportionment paid to the Diocese of Algoma. This amount is 25% of our annual offerings. Our apportionment aids the work of ministry in diocese and all of Canada, particularly by supporting parishes in remote areas of our diocese, and in Canada through the Council of the North.

Last year, we paid \$ _____ in apportionment.

This year, we are budgeting for \$ _____ in apportionment.

The second item in this category is our parish donations to outreach projects beyond our parish, such as the Primate's World Relief and Development Fund. Last year, these projects included:

Last year, we gave \$ _____ in outreach.

This year, we are budgeting for \$ _____ for outreach.

For an item-by-item copy of our budget, please contact the Incumbent, Treasurer or Warden

Managing our Parish Finances Session 5: Inspiring Generous Giving

“The heart of the giver makes the gift dear and precious”
Martin Luther

“For those who in the present age have wealth, command them not to be proud, or to set their hopes on the uncertainty of worldly riches, but rather on God who richly provides for us. They are to do good, to be rich in good works, generous and ready to share, thus storing up for themselves the treasure of a good foundation for the future.”
1 Timothy 6:17-19

Many people give to the church because of a sense of duty or routine, not because they are genuinely inspired to donate toward the church’s ministry. As a result, in times of financial need, the leaders of the church find it very difficult to ask people to increase their givings. For these churches it seems the only methods that work are the ones that appeal to people’s sense of duty or routine – or worse yet – ones that use guilt, pressure or threats such as “donate or we’ll close the church.” When this is the situation in your parish, finances are a constant source of stress and conflict.

The next time you see a commercial or receive a flyer in the mail from a charity asking for donations, take a good look at how they are inviting you to give. Their brightly coloured pictures and stories of lives that have been changed by the charity are designed *to inspire you* to donate! They offer guidelines about how much you should donate (\$1 per day to feed a child), and give you multiple ways to donate (cheque, credit card) in order *to make it easy* for you to give! When you donate, they send you gifts, updates, and thank-you cards to *inspire you to donate more!* Some of them even offer prizes you can win by donating! The success of these charities cannot be denied – people donate with joyful hearts when they are inspired by the ministry!

One of the key tasks of the leadership in a parish is to inspire people to give their time, talent and treasure to the ministry of the church. In order to do this, the leaders have to show people that their time, talent and treasure make a difference in the world and are appreciated by the church. Does your church do this?

Ask Yourself These Questions...

1. What inspires me to give my time, talent and treasure to the ministry of this particular parish?
2. How do we invite people to give their time and talent to our parish?
3. How do we invite people to give their treasure to our parish?
4. How do we let people know their time, talent, and treasure are appreciated?

Closing Prayer:

O Lord, your Son has taught us that from those to whom much is given, much will be required. Guide us to obtain our money honestly, without injuring our neighbour or damaging your creations. Help us to use wisely what we have for the well-being of our families and all people,
Through Jesus Christ our Lord, Amen.

Prayers, Thanksgivings, and Litanies – the Episcopal Church, p.52

Jesus sat down and watched people putting money into the treasury. Many rich people put in large sums. A poor widow came and put in two small copper coins, which are worth a penny. Then Jesus called his disciples and said, “Truly I tell you, this poor widow has put in more than all the others. For they contributed a little of their abundance, but out of her poverty she gave all that she had.” *Mark 23: 3-7*

Reflection Questions:

1. What about my church inspires me to donate?
2. What about my church would inspire someone with limited finances to donate?
3. What groups/charities outside of my church inspire me to donate? Why am I inspired by their work?

Today's Prayer:

You made us Lord, and we are yours; grant that we may use your gifts so that all your creatures may enjoy the harmony you planned. Amen.

New Zealand Prayer Book

We have gifts that differ according to the grace given to us: prophecy, ministry, teaching, encouragement, giving, leading, and compassion.

Romans 12: 6-8

“I can't do it” never accomplished anything;
“I will try” has performed wonders.

George P. Burnham

Reflections:

1. Make a list of the ways you volunteer your time and talent in the church's ministry.
2. Rank the items in that list from 'most inspiring' to 'least inspiring'.
3. Is there a ministry that inspires you that is not on the list? Can you begin that ministry and let go of one that does not inspire you?

Today's Prayer:

Save us, Jesus, from hurrying away, because we do not wish to help, because we do not know how to help, because we do not dare. Inspire us to use our lives to serve one another.

New Zealand Prayer Book

Inspiring Generous Giving: Devotion #3

You cannot kindle a fire in any other heart until it is burning in your own. *Ralph Waldo Emerson*

“You are the light of the world. No one after lighting a lamp puts it under a basket, but on a lampstand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.” *Matthew 5:13-16*

Reflection Questions:

1. How has my church changed my life?
2. How has my church changed the lives of the people in our congregation?
3. How can we change the lives of the people in our community?

Today's Prayer:

Lord Jesus, you taught us that what we do for the least of our brothers and sisters we do also for you: give us the will to be the servant of others as you were the servant of all, Amen. *Common Worship - England*

Inspiring Generous Giving: Devotion #4

And they came, everyone whose heart was stirred, and everyone whose spirit was willing, and brought an offering to the Lord. *Exodus 35:21*

Money follows mission, not the reverse. This is a shorthand way of saying that the stronger the congregations relational characteristics, the easier it is to raise money. The stronger the congregation's mission, visitation, groupings, leadership and decision making, the stronger the giving. *Kennon Callahan*

Reflection Questions:

1. How do I know my time, talent and treasure are appreciated by the people in my church?
2. How do I let others know I appreciate them?
3. How do I help people who are discouraged?

Today's Prayer:

Almighty God, you give seed for us to sow, and bread for us to eat; make us thankful for what we have received, so all the world may give you thanks and glory, Amen. *New Zealand Prayer Book*

Managing our Parish Finances

Session 6: Inspiring Generous Giving Action Plan

Jesus told his disciples, "If any want to be my followers,
let them deny themselves and take up their cross and follow me.
For those who want to save their life will lose it, and those who lose their life for my sake will find it.
For what will it profit them if they gain the whole world but lose their life?
Or what will they give in return for their life?" *Matthew 16: 24-27*

Time and Talent:

1. How will we encourage people to discover their Spiritual Gifts? _____

2. How will we inspire people to connect their Spiritual Gifts to new and existing ministries in our parish?

Treasure:

3. How can we demonstrate to our parishioners that our ministry is important, inspiring and life-changing?

4. How can we let our parishioners know their donations are effective and appreciated? _____

Page #14 is a resource sheet that can help your parish find more ways to inspiring generous giving.
Page #15 is a bulletin insert designed to encourage people to think about what inspires them to give their time, talent and treasure. Photocopy this sheet, cut it down the middle and hand it out on Sunday.

Summary of the Action Plan:
In order to inspire generous giving, we will...

"One who is narrow of vision cannot be big of heart."

Chinese proverb

**Inspiring Generous Giving
Resource Sheet**

Time and Talent: Inspiring People to Discover and Use their Spiritual Gifts

The Goal:

Find a Spiritual Gifts Inventory and host a workshop at your church.

The Options:

The Diocese has a Spiritual Gifts Workshop you can use.

“Finding Your Spiritual Gifts” by C. Peter Wagner can be ordered at Christian book stores for \$3 per copy

“Three Colours of Ministry” can be ordered through Natural Church Development Canada

A search for “Spiritual Gifts Inventories” on the internet will give you options of all sizes

The Method:

1. Spend some time discussing what the Bible says about Spiritual Gifts
2. Have everyone take the Spiritual Gifts Inventory to discover their Spiritual Gifts
3. Have everyone discuss how they use these gifts in their lives and in their church
4. Have everyone set goals that reflect their gifts (ie. I will try this new ministry/I will give up this ministry)

Outreach: Building a Christian Family that Inspires People to Grow

The Goal:

Shifting from an attitude of self-preservation to an attitude of inspiration

The Options:

“Welcoming the Stranger: Mission as Transformation” forward by Eleanor Johnson from Augsburg Fortress

“Your Church Can Thrive” by Harold Percy from Augsburg Fortress

“Starting at the Beginning” by Tim Chesterton from Augsburg Fortress

“Evangelism for Normal People” by John Bowen from Wycliffe Institute of Evangelism

The Method:

1. Host a discussion group on one of these books
2. Discuss the obstacles that keep your church locked into a self-preservation mentality
3. Develop ways to overcome those obstacles
4. Develop ways to foster an attitude of inspiration in your parish

Treasure: Developing a Ministry that Inspires Generosity

The Goal:

Host a workshop to identify and encourage the life-changing ministry of your church

The Options:

“From Scarcity to Abundance” by David M. Ponting from Augsburg Fortress

“Parish Works: Tips and Templates to Revitalize Your Church” by Ward McCance from Augsburg Fortress

Order free Planned Giving Resources from our National Office, 1-888-439-4438

Browse the website of Dioceses, Parishes and Charitable Organizations to get ideas and download resources

Order free resources from www.pwrdf.org to gather stories of life-changing work of church abroad

The Method:

1. Discuss what parts of your parish’s ministry are inspiring to your congregation
2. Share stories of how your church has inspired or changed your lives
3. Find a way to share those stories with other people in the parish and community
4. Discuss what your parish can do to develop inspiring ministries

Giving My
Time, Talent and Treasure
to the Ministry of My Church



What are my Spiritual Gifts?

List the Ways You Give Your Time and Talent to the Church

Who Encouraged You to Give
Your Time and Talent to these Ministries?

How Does the Church Thank You for the Time and Talent You Give?

List Three Reasons Why You Donate to the Ministry of Your Church:

Describe How Your Church has Made a Difference in Your Life:

Describe How Your Church has
Made a Difference in Your Community:

How Does the Church Thank You for the Treasure You Give?

Managing our Parish Finances

Session 7: Building Our Financial Plan

Let us not grow weary of doing what is right, for we will reap at harvest time, if we do not give up.
So then, whenever we have an opportunity let us work for the good of all,
and especially those in the family of faith.

Galatians 6: 9-10

Make your plans as fantastic as you like, because 25 years from now, they will seem mediocre.
Make your plans ten times as great as you first planned,
and 25 years from now, you will wonder why you did not make them 50 times as great.

Henry Curtis

Researcher Eugene Grimm studied the way people give to their churches and found these trends:

- If the church does not actively encourage giving, people give an average of 1.5% of their income after taxes
- If the church encourages people to consider giving as a portion of their income, they give an average of 2.9%
- If the church encourages people to make an annual pledge of their donation, they give an average of 2%
- If the church preaches about giving in terms of time, talent, and treasure, the people give an average of 1.9%
- If the church encourages people to consider tithing 10%, they increase their givings by an average of 20%
- If the church uses all of the methods above, the people give an average of 4.6% of their income after taxes!

The evidence is clear – a parish with a financial plan inspires more giving than a parish without a plan!

The good news is that you have already developed many of the elements of a successful financial plan:

- You know your budget inside and out and can explain each item and why it is important to the ministry; and have communicated that information to the people in the form of a narrative budget.
- You know how your budget compares to the best financial practices and have made plans for improvement.
- You have identified and nurtured the parts of your church's ministry that inspire people to give and developed ways to let people know their gifts make a difference and are appreciated.
- You have encouraged the people to think deliberately about the way they use their time, talent, and treasure in their church family and in their personal lives.

There is only one question to answer: What tools will we use to keep our financial plan going strong?

Some of the tools are listed above, such as developing a narrative budget each year, preaching about time, talent, and treasure, or encouraging people to consider proportional giving or tithing. Other tools, such as pledging systems, Planned Giving campaigns or parish visiting campaigns, take more planning but yield great results. The key is to find the right set of tools for a church of your size, budget and volunteer base. If you are large enough to form a committee, then you can use several of these tools on an annual basis. If you are a small or multipoint parish with only the Parish Council/Advisory Board to share the task of managing the financial plan, you may want to focus on two or three of these tools on an annual basis.

**The following sheet is a list of tools that many churches use as a part of their financial plan.
Please discuss the tools on this list and decide which ones are suitable for your church.**

Closing Prayer...

Almighty God, give us such a vision of your purpose, and such assurance of your love and power,
That we may ever hold fast to the hope which is in Jesus Christ our Lord. Amen.

A New Zealand Prayer Book

Building our Financial Plan - Tools Sheet

Definitions

Offerings: The money we habitually give to the church as part of the weekly collection, direct deposit, or mail.

Electronic Offering: A direct-deposit form of habitual offering in which your gift is automatically withdrawn from your bank account at your direction. Many people find this method more user-friendly than envelopes.

Stewardship: Using our God-given time, talent and treasure in a loving, wise and holy manner.

Tithe: The Old Testament law that mandates 10% of income should be given to the Lord to support the priests and their ministry in the temple.

Proportional Giving: The Christian version of the tithe, in which people are encouraged to dedicate a portion of their income to the church, though not necessarily 10%.

Pledging: The annual process in which church members are encouraged to declare in writing the amount they will donate for the coming year. Some churches distribute and collect 'time, talent and treasure' pledge cards.

Planned Giving: Methods of giving in addition to, or as alternatives to, habitual offerings. Such methods include bequests in wills and gifts of stock, life insurance, or other assets. The mechanics of these gifts are best left to financial advisors and the experts in our national office at 1-888-439-4438. Call for FREE RESOURCES.

Narrative Budget: A budget in which the line items are grouped into categories and described in terms of their contribution to the mission and ministry. Some churches distribute only these to their congregation.

Tools for Our Financial Plan

Already In Use Will Use

| Tools for Our Financial Plan | Already In Use | Will Use |
|---|----------------|----------|
| Preaching about time, talent and treasure in our Christian lives | | |
| Small Groups/Workshops to help people find and use their gifts | | |
| Sharing Stories of how the ministry of the church is life-changing | | |
| Presenting financial needs in a way intended to inspire, not threaten | | |
| Annual 'Get to know the budget' session for parish leaders | | |
| Encouraging Proportional Giving or Tithing | | |
| Electronic Offering System | | |
| Thanking people for their donations | | |
| Thanking people for their time and talent | | |
| Annual Pledging System | | |
| Annual Narrative Budget given to all members of the parish | | |
| Communication of financial needs and priorities in parish newsletter | | |
| Planned Giving program or information distributed to all parishioners | | |
| Annual evaluation of the budget compared to 'best practices' | | |
| Annual audit of finances by someone other than the treasurer | | |
| Regular reporting of year-to-date budget to the Parish Council/Advisory | | |
| Increasing outreach to the local community | | |
| Increasing advertising to the local community | | |
| Other: | | |
| Other: | | |
| Other: | | |

Session 8: Building our Financial Plan ACTION PLAN

**This session brings together everything you have determined to be part of your financial plan.
Refer to previous sessions in order to remember your answers:**

From Session #2

In order to teach and model Christian financial management, we will...

From Session #4:

In order to set our budget wisely, we will...

From Session #6:

In order to inspire generous giving, we will...

For Session #8

In order to keep our financial plan going strong, we will use the following tools...

Where your talents and the world's needs cross, there lies your vocation.

Aristotle

Our deepest fear is not that we are inadequate.

Our deepest fear is that we are powerful beyond measure.

It is our light, not our darkness, that most frightens us.

We ask ourselves, who am I to be brilliant, gorgeous, and talented?

Actually, who are you not to be?

Nelson Mandela

Faith by itself, if not accompanied by works, is dead. *James 2:17*

What Will Your Legacy Be?



Throughout your life, you have been working hard to manage your money and build a solid financial foundation for you and your family. Now is the time to continue that good stewardship by planning the legacy you wish to leave for your church. Here are three ways to create your legacy:

1. Prepare a Will to ensure your wishes are fulfilled.

As you prepare your will, keep these things in mind:

- You can donate a specific amount or a percentage of your estate's value
- You can designate your memorial gift to a particular ministry (i.e. Kid's, music, outreach)
- You can donate assets rather than cash, such as stocks, RRSPs, Life Insurance, real estate or items such as jewellery

2. Create a 'family' legacy by donating 'in memory of' loved ones who have passed away, and/or 'in celebration of' loved ones in current and future generations. Consider these things:

- Make a list of family members past and present that you want to include in the legacy
- What type of legacy would reflect the spirit of your family (i.e. Sunday School, pastoral care)
- What title you want for your family legacy
- (i.e The ____ Family Endowment for _____)

3. Make a living gift to your church through a 'planned giving' donation. These are ways of creating your legacy in the church while you are still alive to witness your gift in action:

- A living gift of cash will cost you less because you get some of it as a tax credit
- Living gifts of stocks, bonds or mutual funds can be tax exempt and give you a tax credit
- There are ways to give an asset or property to the church and still retain its use and income during your lifetime. These are called 'gift annuities' or 'charitable remainder trusts'.

**"I know the legacy I want to create.
Where do I start?"**

- The most important thing you can do is talk to a financial advisor. Whether you already have an advisor, or make an appointment with one of the advisors at your bank, they will know the best way for you to combine your dreams and assets with our government's tax laws for donations to charity.
- The next thing to do is inform your church and your family of your plans. This is especially important if you are donating toward a specific ministry or creating a 'family' legacy.
- Get more information from your church by contacting Archdeacon John Robertson at our national Office of Financial Development: 1-888-439-4438, jroberston@national.anglican.ca, or at 80 Hayden St., Toronto, ON, M4Y 3G2.