

PREPARING THE OFFERING SCHEDULE



Giving is an expression of our thanksgiving response to God for His gift to us in Christ (Romans 12:1). Creating the offering schedule is a serious exercise intended to help those who come on Sunday to cheerfully present their offerings in the context of celebration and worship of God.

The offering schedule must mirror your church's stewardship plans and reflect the direction of the congregation in ministry.

DO

- ensure each offering has a purpose
- base each offering on need
- research each offering before selecting it

DON'T

- repeat last year's offering schedule
- base your offerings on tradition
- plan offerings for miscellaneous causes

DECIDE who will plan the offering schedule. If your church has a Stewardship Team, include them!

ANNOUNCE the offering schedule preparation to the congregation and invite input.

DETERMINE the number of offerings you will take. In addition to regular Sundays, factor in special services. eg. Thanksgiving, Good Friday, Ascension, Christmas, New Year's Eve/Day.

REVIEW the ministries your church has supported in the past to decide if they are still a good fit.

SORT new requests into categories: local, national, global.

REQUEST additional information on ministries and organizations that ask for your support (mission statements, descriptions, financial statements, etc).

Refer to our handout, "[Deciding Which Ministries to Support](#)" for more help!

It is clear that the offering is more than a collection. And the preparation of the schedule is more than an administrative task. It is a careful plan to help God's people "excel in the grace of giving". (2 Cor. 8:7)

GETTING TO WORK

Here are some basic steps to remember:

1. **Create** an Offering Calendar for the new calendar year which includes all of your dates/openings.
2. **Review** the [CRCNA Offering calendar](#) and identify which of the recommended offerings you will include.
3. **Insert** the special Sundays your own congregation will have (i.e. Cadet or GEMS Sunday, Christian education, etc). (This may require input from the pastor, worship committee, or others in the congregation who plan the church's activities.)
4. **Include** the regular offerings you will have for your own ministries eg. church budget, benevolence/ deacon's fund).
5. **After deciding** which local, national, and global ministries your church will support, insert them onto your schedule. (Again, refer to our handout, "[Deciding Which Ministries to Support](#)" for more help!)
6. **Share** the new Offering Calendar with your church members!
7. **Keep your congregation informed** and explain each offering. Make an announcement during the service—possibly even the week before. When possible, use bulletin announcements, handouts/inserts, and videos provided by the ministry.
8. **Pray for the ministries** you support, in worship and throughout the year. Be as specific about the ministry's current situation as you are able.

Keep in Mind!

- Your congregation's ministry priorities are likely ever-evolving!
- Deepening relationships with the organizations you support is mutually beneficial! In this case, less is more! (And don't forget to invite ministry partners to share updates at your church as often as you can.)
- Keeping a list of ministries you support and the rationale is helpful for future deacons/ groups making the schedule.
- Know which ministries do not receive denominational or classis ministry shares (eg. World Renew)
- Be creative and flexible where possible! For example, if your diaconate or Stewardship Team would rather plan 6 months at a time, then do it!
- Others? Create your own offering guidelines and review them regularly!

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