

NARRATIVE BUDGET

Examples of introduction . . . to be modified to suit your parish:

MONEY IN STORY: PARISH NARRATIVE BUDGETS

We're working on a project to develop a Narrative Budget for our Parish.

A Narrative Budget isn't going to replace our parish's current line item budget. It's an excellent planning tool, it helps us keep our costs in line, and tells us how we're doing financially. But it's often not the best resource for answering some of the questions that parishioners may ask such as:

- *What is being accomplished?*
- *How was my donation used?*
- *What effect did my donation make?*
- *How does the congregation support mission and ministry?"*

A Narrative Budget can help answer those questions and give us some wonderful additional information. It's going to:

- *tell the story of what is being accomplished here*
- *show how we support mission and ministry through our church*
- *convey that story through various reports and communication*

Here's how it works:

AS you know, every year the Church Committee prepares a budget made up of line items like salaries, heat, property expenses, office supplies, telephone, the deficit from last year, etc.

A Narrative Budget expands that budgeting process by telling the stories of our ministries and showing where parishioners' donations are used.

Here's how we create a Narrative Budget:

1. We review parish mission statement to make sure it clearly says who we are and what we are about
2. We determine our major areas of ministry. At our parish we've determined they are:
 - Outreach
 - Worship and Music
 - Evangelism
 - Christian Education
 - Pastoral Care
 - Parish Life

3. We compose a paragraph for each ministry, include a scripture reference as a base, and list examples of what we're doing, how we serve the community, and what we want to accomplish.

4. We allocate all of the line items from last year's actual expenses to each of these areas of ministry.

For example, last year we spent \$8000 for Heat, Light, and Water. We allocate (by estimates) how much of that \$8000 we spend on each of the above areas of ministry, e.g. \$2500 to Worship and Music, \$2000 to Outreach, \$1000 to Pastoral Care, \$1000 to Christian Nurture and Education, and so on.

Likewise staffing, property, program, administration expenses, and all other line items are allocated to each area of ministry.

When this is finished we have have a much clearer picture of who we are and how we serve the community. We also have a better understanding of our Rector role, our role as lay people, and the multitude of things that happen during the week while we're not here!

We should also identify all the volunteer hours that are invested in these ministries. For example, suppose there are 5 people each involved for 6 hours a week in a particular form of outreach for 40 weeks a year. That's 1200 volunteer hours per year. That needs to get identified and noticed!

It takes some time to develop all of this, but we've started. We'll highlight one area of ministry a month, feature it in our bulletin, have people speak about it, tell the community, and include it in intercessory prayers.

The best thing about a Narrative Budget is that shows how we give through the church, not just to the church.

Examples of text for ministry narrative descriptions . . . to be modified to suit your parish:

Ministry of Outreach

Our Scripture Reference for this Ministry:

Matthew 25:40 “Truly I say to you, as you did it to one of the least of these my brothers and sisters, you did it to me.”

Our Objectives: *we have a distinct awareness of our community and we serve it by:*

- *accepting Christ’s challenge to work and help those who are less fortunate*
- *accepting responsibility for meeting our Diocesan allotment for Outreach*
- *supporting diocesan, national, and international outreach programs including the Primates World Relief and Development Fund (PWRDF).*
- *participating in outreach programs in our community including Breakfast Club, seniors’ programs, and programs for long term care facilities.*
- *developing parish brochures and welcome packets*
- *maintaining an informative web site at www._____*
- *advertising church worship, and educational and social activities*
- *welcoming new members and families and encouraging their involvement.*

Action and Commitment:

Last year our total contribution to this area of ministry was \$_____, plus ____ volunteer hours; and ____ hours of our Rector’s time.

We also made a direct contribution to PWRDF of \$_____.

Ministry of Pastoral Care

Our Scripture base for this Ministry for this Ministry:

1 Peter 5:2 “Be shepherds of God’s flock that is under your care, serving as overseers --not because you must, but because you are willing, as God wants you to be”.

Objectives: *our Rector, staff, and parishioners are mindful of people in need, and provide:*

- *crisis counseling and ongoing counseling*
- *spiritual help and guidance*
- *prayer companions to pray privately with people after each Sunday service*
- *prayer through support of the prayer chain*
- *Communion for shut-ins, seniors, and those in hospital*
- *hospital visits, and meals, flowers, cards, and notes to seniors and shut-ins*
- *Baptism and Marriage preparation*
- *funeral planning, funeral services, and bereavement visits*
- *lunches and social events for seniors e.g. _____*
- *transportation to medical appointments, shopping, hospitality gatherings*

- space for community groups e.g. _____
- representation for community groups, local developments, and worthy causes

Action and Commitment:

Last year our estimated investment in our Ministry of Pastoral Care was \$_____ or ___% of our total budget, plus _____ volunteer hours; and _____ hours of our Rector's time.

Ministry of Christian Education

Our Scripture base for this Ministry:

Matthew 9:35 "Jesus went through all the towns and villages, teaching in their synagogues, preaching the good news of the kingdom and healing every disease and sickness."

Our Objectives: to continue to grow spiritually we must:

- regularly plan for ongoing Christian education for the congregation
- support children's and youth ministry
- acquire and use quality educational materials from the Diocese and other sources
- encourage adult education opportunities, workshops, and retreats
- maintain contact and discussions with others involved in Christian education in our community and throughout the diocese

Action and Commitment:

Last year our estimated investment in our Ministry of Christian Education was \$_____ or about ___ of our total budget, plus _____ volunteer hours; and _____ hours of our Rector's time.

Ministry of Worship and Music

Our Scripture base for this Ministry for this Ministry:

Psalm 100:2 "Worship the LORD with gladness; come before him with joyful songs."

Our Objectives: to facilitate our worship of God we assist our clergy by:

- arranging for Greeters who welcome the community, provide introductions and information, assist with elevators, coats, seating, provide assistance after the service, direct newcomers to the altar rail, introduce newcomers to the clergy and other parishioners, collect the offering, tidy the pews, and communicate the needs of the community to the wardens and
- coordinating the development and scheduling of Servers who assist Clergy, serve at the table of Holy Communion, and symbolize God's call to all of us to serve one another in the love of Christ
- coordinating the development of Readers who speak with clarity and confidence on behalf of God to the congregation

- coordinating the development of Prayer Leaders who prepare and lead intercessions, share our concerns with each other and God, and provide opportunities for corporate and individual prayers
- coordinating the activities of the Altar Guild who prepare the vessels, linens, and lectionary used in services, as well as decorate the Church for special festivals
- selecting appropriate music and drama for regular services and special occasions
- developing and providing quality instrumental music and singing to enhance the spiritual experience
- providing musical leadership and training for the congregation

Action and Commitment:

Last year our estimated investment in our Ministry of _____ was \$ _____ or about ____ of our total budget, plus _____ volunteer hours; and _____ hours of our Rector's time.

Ministry of Evangelism

Our Scripture base for this Ministry:

Matthew 28:19 "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit".

Our Objectives: we will support the Bishop's Five-Year Focus on Evangelism by:

- talking about our faith often and comfortably
- encouraging other parishes, clergy, and laity to respond to the challenge of evangelism
- being passionate about mission and attuned to our role as evangelists in the community
- understanding ourselves as ministers of the Gospel by virtue of our Christian baptism
- ensuring that our liturgies are alive, relevant, and transforming
- empowering ourselves by ongoing Christian education
- developing and implementing our parish plan for evangelism
- acquiring the resources needed for evangelism
- recognizing Cathedral place as a valued partner in and resource for our ministry
- being a thriving and financially self-sufficient parish

Action and Commitment:

Last year our estimated investment in our Ministry of _____ was \$ _____ or about ____ of our total budget, plus _____ volunteer hours; and _____ hours of our Rector's time.

Ministry of Parish Life

Our Scripture base for this Ministry:

John 10:10: "I have come that they may have life and have it abundantly."

Our Objectives: *we affirm, accept, and welcome visitors and members into the life of the congregation by:*

- *extending warm greetings and creating friendly first impressions*
- *being aware of the needs of newcomers and visitors*
- *using language that is meaningful to everyone, especially newcomers*
- *promoting and cultivating a caring community*
- *providing a Guest Book, a Welcome Booklet, follow-up information and thank you cards*
- *maintaining our physical facilities, lawns, gardens, and creating a user friendly building*
- *publicizing parish events through our Loaves and Fishes newsletter and other community channels*
- *providing a network of relationships where every person can be connected to some ministry or group*
- *providing regular gatherings and opportunities for fellowship e.g. Coffee Hour, Newcomer Lunches, Men's Breakfasts, Parish Suppers, Plant & Garden Sales, Bake Sales, Christmas Markets, and Children's Shopping Day*
- *providing a welcome and a home to many groups and services in our community*

Action and Commitment:

Last year our estimated investment in our Ministry of _____ was \$_____ or about ____ of our total budget, plus _____ volunteer hours; and _____ hours of our Rector's time.