

# Decision-making tools

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While people may know the amount they currently give to support the mission of the church, they are often unaware of the generosity of others or of what might be expected of them. These tools will help people make informed and intentional decisions based on concrete information.

We recommend providing the following for each person or household:

- One of the giving charts
  - Proportional Giving Chart
  - Step Chart (you will have to create your own version based on the giving patterns in your parish)
- Intention card with return envelope

## Two kinds of giving charts

### 1. Proportional Giving Chart

A Proportional Giving Chart gives a clear picture of what a percentage of income means as a weekly or monthly offering to the mission of the church. It can be used by someone either to set a personal goal or to identify where their giving is at the moment (after looking at a year-end charitable tax receipt). Then they can give prayerful consideration to their future giving.

Here, you'll find a sample Proportional Giving Chart. You could use this one, or a version that aligns only with the giving pattern of your people—weekly, monthly, or yearly. This chart also helps identify what the weekly or monthly donation would need to be if people wished to make a specific proportional gift—2 percent or 10 percent (a biblical tithe).

### 2. Step Chart

A Step Chart shows where a gift level fits within the giving pattern of the congregation—how many people are giving at various levels. This can help a person see where they are in relation to others in the congregation. The Step Guide challenges people to “step up” to the next level. You will need to prepare this for your own parish, giving the information to show how many households give at each level. On page 51 is a sample Step Chart. You can use this version and fill in the number of households in your parish who give at each level OR you can use it as a template to create your own version.

## Intention card

The benefit of the intention card for the donor is that it encourages people to make an informed and meaningful gift to the ministry of the parish. It is helpful to make it clear that that circumstances might mean that they need to change that gift.

The benefit of the intention card to the giving program is to keep track of the response to the program. This effort will be more successful if returning the intention card is positioned as a means of including and honouring everyone's gifts.

By asking *everyone* to return an intention card (in a sealed envelope), regardless of how it is filled out, you show that you are including everyone and valuing their contribution—whatever that may be.

This is a pastoral matter, and will be more readily received if it is approached that way. Successful programs have a person with strong pastoral skills who calls those who have not yet returned their intention card to give them a gentle reminder and the rationale.

## Proportional Giving Chart sample:

Identify your current level of giving as a percentage of your annual resources.

Please, prayerfully consider how you will contribute to God's mission and fill in the intention card.

	Annual		Monthly		Weekly	
Family income	2%	10%	2%	10%	2%	10%
\$10,000	\$200	\$1,000	\$17	\$83	\$4	\$19
\$25,000	\$500	\$2,500	\$42	\$208	\$10	\$48
\$50,000	\$1,000	\$5,000	\$83	\$417	\$19	\$96
\$75,000	\$1,500	\$7,500	\$125	\$625	\$29	\$144
\$100,000	\$2,000	\$10,000	\$167	\$833	\$38	\$192
\$200,000	\$4,000	\$20,000	\$333	\$1,667	\$77	\$385

## Step Chart sample

This is a breakdown of our congregation's giving patterns in 2016. Identify your current level of giving. Where are you on the chart? Can you move up one or more steps this year?

_____ households gave
over \$200.01/week or over \$10,400/year
_____ households gave
\$150.01 to \$200/week or up to \$10,400/year
_____ households gave
\$100.01 to \$150/week or up to \$7,800/year
_____ households gave
\$50.01 to \$100/week or up to \$5,200/year
_____ households gave
\$40.01 to \$50/week or up to \$2,600/year
_____ households gave
\$30.01 to \$40/week or up to \$2,080/year
_____ households gave
\$20.01 to \$30/week or up to \$1,560/year
_____ households gave
10.01 to \$20/week or up to \$1,040/year
_____ households gave
\$5.01 to \$10/week or up to \$520/year
_____ households gave
up to \$5/week or up to \$260/year
_____ households gave
\$0 per week