

Stewardship Committee Job Description

Statement of Purpose: The Stewardship Committee shall stimulate and promote the Christian Stewardship principles and responsibilities of all members within Messiah Lutheran Church.

I. Organization

- A. This Committee shall be made up of four or more people who will include the committee chairperson, secretary, council liaison, and Finance Committee liaison. The committee shall meet monthly or as necessary to fulfill the statement of purpose.

II. Responsibilities

- A. Educate the congregation on good Christian stewardship practices through:
 - 1. Pastoral support
 - 2. Temple talks
 - 3. Sunday School Classes & Bible Studies
 - 4. Newsletters, bulletin inserts, pamphlets, flyers, etc.
- B. Monitor giving trends and report status to the council and congregation.
 - 1. Recommend giving goals using Biblical standards.
- C. Direct congregational "Spiritual Gifts" results to proper committees/church groups.
- D. Coordinate annual Stewardship Program including:
 - 1. Monetary Pledge & Spiritual Gift forms.
 - a. Follow-up plan for those not participating.
 - b. Positive reinforcement for those participating.
 - 2. Offering envelope distribution.
 - 3. Report to the council and congregation.
- E. Set and monitor annual budget for the Stewardship Committee.
 - 1. Quarterly reports and letters mailed to members by Financial Committee.
- F. New member involvement.
 - 1. First-call List
 - 2. New-member packet
- G. Annually evaluate the work of this committee and its job description and make necessary changes.
- H. Provide an annual report to the congregation at the May annual meeting.

III. Relationships

- A. The Financial Secretary will act as liaison with the Finance Committee. This Committee shall work constructively with all other standing committees of the congregation. This committee reports to and is accountable to the congregational council.