

TITLE: Stewardship Committee	NUMBER: F-13
APPROVED: August 14, 2018	PAGE 1 of 2

STEWARDSHIP COMMITTEE

SCOPE:

The Stewardship Committee provides for the ongoing education of the Parish in total Christian stewardship – giving of one’s time, talent, and treasure for the work of the Lord. The purpose of this education is to foster the individual development of responsible Christian living.

COMPOSITION:

The Committee is composed of a Chair and other members as the Chair and the Rector deem desirable. At least one member of the Committee is a member of the Vestry and serves as the liaison of the committee to the Vestry. The Chair is an *ex officio* member of the Finance Committee.

RESPONSIBILITIES:

The Committee:

1. Provides for the stewardship education of the Parish. The Committee, working closely with the Rector, plans and implements the stewardship program.
2. Coordinates the various stewardship programs for the church, including the annual pledge drive.
3. Provides to the Finance Committee estimates of pledge totals for the coming year based on the results of the campaign. Because the Finance Committee’s work on the coming year budget commences in November, the Stewardship campaign should target the end of November for completion of the pledge drive.
4. Interacts and supports the following other Parish committees:
 - a. Communications -- prepare stewardship messages for the EVANGEL and enews throughout the year.
 - b. Finance -- assist and support as needed.

TITLE: Stewardship Committee	NUMBER: F-13
APPROVED: August 14, 2018	PAGE 2 of 2

RESPONSIBILITIES (cont.):

5. The following is an example of a **suggested timeline and responsibilities** for the Pledge Drive. This suggested timeline is not meant to be restrictive or the only way.
 - a. May Establish current year Stewardship Committee Members - Rector, Senior Warden
 - b. May/June Develop strategy and plan for campaign - Committee
 - c. Late July Initial meeting with pledge drive team and Rector
 - d. Late July Finalize pledge card format so Secretary can print – Committee
 - e. Early September Stewardship article due for October Evangel – Stewardship Committee Chair
 - f. Mid-September Annual Report due - Committee
 - g. Mid-September Finalize Stewardship mailing list – Pledge Receipts Coordinator
 - h. Late September Give status update during each service –Pledge Receipts Coordinator
 - i. Late September Complete letter to go with pledge cards – Senior Warden or Committee Chair and Rector
 - j. Early October Mail out letter and pledge cards – Secretary
 - k. October Stewardship sermon from Rector on first Sunday in October
 - l. Thru October Submit small announcements for Friday E-news on Stewardship – Committee Member/Committee Member / Committee Member
 - m. Thru October Someone say something about Stewardship at worship service— Committee Member (1st Sunday in October), Committee Member (2nd Sunday in October)
 - n. Late October Annual Meeting – Receive pledge cards
 - o. November Extra push for missing pledge
 - p. Nov-Dec Keep Finance Committee aware of pledge progress- Pledge Receipts Coordinator