

# Stewardship ministry team

What we call our teams or committees says a lot about our desired outcomes. Many congregations have established certain names, which might be used for decades.

Today, how does your church think about stewardship, generosity or finances? Does your stewardship ministry team name reflect your current view or the views in the pew?

If you find the work of your finance/stewardship team is becoming stale or worse, irrelevant, consider its goals and name. You can use the name to reflect your current goals around what you are enabling and encouraging – like giving.

While the means may be collecting offerings and meeting budgets, your desired ends may be:

- Encouraging discipleship among attenders as stewards of all that they have and are
- Giving generously as a faith community to ministries and missions

What attenders give in terms of their time, talent and money enhances the congregation's pursuits in kingdom building.

Does your stewardship team rightly describe the ends of your efforts? Following are two examples of different kinds of stewardship teams that use new names to reshape their work.

## Ministry resource team example

### Role

The team assumes total responsibility for the finances of the congregation. The team is responsible for two main functions. The first is the administration and coordination of fund-raising activities. The second is developing and monitoring the church budget as well as financial records, reports, disbursement, investments and any necessary audits.

Team members work together and with the church treasurer to complete these functions and maintain the financial well-being of the congregation.

### Responsibilities

- Attend team meetings
- Assist in planning, coordinating and implementing of fund-raising activities
- Assist in obtaining budget proposals from committee chairs
- Assist in preparing the annual budget proposal for a congregational meeting and vote
- Issue receipts and disbursements of funds

- Financial recording and reporting of expenses and attenders' giving
- Investment of funds
- Insurance
- Monitor financial health of the congregation
- Annually evaluate its work and make necessary changes
- Audit of financial records (as needed)

## Time commitment

The Ministry Resource Team typically meets once each month. Additional time commitments include participation in fund-raising activities planned by the committee throughout the year.

## Qualifications

Desirable members for the team include an interest in fund-raising and management of finances. Experience in preparing and understanding of financial statements is useful, but not required. Members should possess an interest and passion for the mission and vision of our congregation.

## Organization and relationships

The team shall consist of at least five persons including the chair, treasurer and a pastor/ staff person. The team works closely with other committees for budget planning and input. This committee reports to and is accountable to the church council.

# Mission fund team example

## Membership and selection

The team shall consist of five individuals, including the stewardship chair and pastor.

## Member terms

The members will serve an initial term of three years with staggered terms thereafter. The staggered terms shall be determined at the completion of the initial term.

## Duties

The committee will be responsible to:

1. Promote the mission funds
2. Communicate on a regular basis with the congregation
3. Accept applications for monetary support

#### 4. Make distribution decisions

The chair of the committee is responsible for scheduling and leading the meetings, and making sure the committee members have the information necessary to make good decisions. The meeting minutes shall be recorded.

#### Meeting frequency

The team will meet at least twice a year with interim meetings scheduled as deemed necessary by the chair. The first meeting is in January when the team will determine the amount of money to be distributed during the calendar year and to coordinate the promotion of the fund. The second meeting occurs within two to three weeks after the application deadline to discern the applications and make distribution decisions.

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