



Stewardship Committee

ROLES AND RESPONSIBILITIES

This booklet was designed to help Pastors and new Stewardship Committees get started.

This booklet contains best practices and recommendations but each parish can customize based on their needs.

Table of Contents

Page 2: Why Stewardship?

Page 3: Member Traits

Page 4: Best Practices

Page 5: Roles

Page 6: Responsibilities

W H Y ?

The goal of the Christian life is to be a disciple of Jesus Christ. As we grow in maturity, we become aware of our call to serve as disciples. Whether we are serving in a parish ministry or participating in the holy work of financial generosity, our efforts align with the mission of the Church and our call to be God's co-creators in transforming our world. **Stewardship** is a practice encouraged by the Church that can strengthen and renew our faith.

Stewardship practices can help us understand our relationship with the resources God has entrusted to us. **Stewardship** - as a practice of discipleship begins with the realization that all we have and all we achieve is a gift from God. This helps us keep a proper perspective about our ownership of the "stuff" we work hard to accumulate and awards we receive for our special abilities.

Stewardship is comprised of:

1. Gifts of **prayer** and worship
2. Gifts of **service** through ministry
3. Gifts of financial offerings and **generosity**
4. Gifts of **vocations** to the priesthood and religious life
5. Caring for the **earth**
6. Gift of our **faith**

T R A I T S

When you are looking to form a new Stewardship Committee it is important to look for members that radiate traits of a good steward. See some examples below:

- Consists of “seasoned” and new parishioners (known to others, approachable, will express their own opinion).
- Deeply Spiritual and have a love for the sacraments - It is important that members be people of prayer and be concerned about parishioners' relationship with God—not about the needs of the church. They must have a deep relationship with Jesus, who are grateful for that relationship and who act on that gratitude.
- A Good Steward who serves their family, church and community selflessly. They may not call it Stewardship but they live it.
- Visionary - Have a vision for where Stewardship can take the parish - it is important that the members be able to develop a vision of where the parish can be 5, 10 or 15 years from now.
- Have personal qualities that contribute to success - Action oriented, committed, accountable, creative, good time manager, forward thinking, willing to share their faith and able to get the job done.

BEST PRACTICES

Below is a list of best practices for Stewardship Committees.

- Should be a composite of your parish so that all voices are represented (elderly, middle age, young adult, male, female, ethnic backgrounds, school parents, RE parents, etc.)
- Do not pick 6 – 8 people with the same point of view. Healthy debate is good, however, need to eventually come to a consensus.
- Each member should have a specific role.
- Succession planning – target particular demographics (i.e. grade school parent, RE parent, male/female, young/elderly, married/single) and skill sets (good with numbers, data, outgoing, marketing, etc.) needed to round out committee.
- Have term limits for committee members (recommended 3 years).
- Stagger terms so a portion of committee rolls off every year and new members are added.
- Stewardship Committee is on the same level as Parish Council and Finance Committee.
- Smaller parishes will typically combine Parish Council and Stewardship Committee together.
- Publish agenda and meeting minutes online for transparency.
- Don't take the summer off! Many committees don't meet during the summer months because of vacations but we are not a 9-month church, we are a 12-month church.

ROLES

Pastor – “CEO” of the parish and final decision-making authority.

Chairperson – Contact point for parish, ministry leads, diocese and other parishes.

Secretary – Administrative needs, meeting agenda and meeting notes. Keeper of parish Stewardship documentation.

Communications – Incorporate Stewardship messaging in all parish communication. Draft letters, flyers, prayers of the faithful and graphic design as needed. Look for Stewardship communication opportunities in parish bulletin, upcoming events and religious education.

Appreciation – Oversee welcoming and gratitude opportunities.

Finance – Finance committee liaison. Capital campaigns, fund-raising activities, planned giving and endowments.

Education – Oversee annual Stewardship themes. Look for formation opportunities with other parish ministries and sacramental moments.

Children’s Stewardship – Develop opportunities for parish school and RE. (Children’s envelopes, thank you letters, clergy appreciation and fellowship activities).

RESPONSIBILITIES

Every parish has different needs and areas for improvement. Below are some responsibilities of a Stewardship Committee (they are not limited to the suggestions below).

- Develop an annual plan
- Carry out the six Stewardship Themes annually
- Recruit and train individuals to share their personal testimonies
- Prepare/Update (regularly) a catalog of parish activities and organizations
- Ensure those who show interest to get involved are personally asked to get involved
- Host appreciation events and look for gratitude opportunities
- Stewardship education for parish leaders and parishioners
- Evaluate annually the Stewardship efforts, do these efforts bring people closer to God?
- Publicize Stewardship thoughts weekly in the bulletin and online
- Look for ways to infuse Stewardship moments in all liturgical seasons, especially Lent and Advent
- Develop or evaluate the current welcome process for new members
- Develop a program of Stewardship education to be incorporated into the faith formation programs for people of all ages
- Provide opportunities for gifts discernment to help parishioners discover those gifts and use in service to others