



*Living God's Word,  
Sharing God's Love*

## **DETAILED MINISTRY DESCRIPTION**

### ***Stewardship Vice Chair***

#### ***Stewardship Team Vision***

To create a church environment where the congregation understands the importance of Biblically based stewardship and tithing and embraces it as a part of their Christian worship.

#### ***Title***

Stewardship Vice Chair.

#### ***Purpose***

To implement an effective annual stewardship program that instills an understanding of biblically based stewardship and tithing within the congregation. The result should be annual congregational giving that provides for more than the annual budget of the church.

#### ***Responsible to***

Stewardship Chair and Nurture Team Leader.

#### ***Description of duties***

- Meet with Stewardship Chair and pastoral staff to plan and implement the annual stewardship emphasis program.
- Meet with the Stewardship Chair and Finance Chair to insure a complete understanding of the church budget.
- Assist the Stewardship Chair in communication of the annual stewardship program to the congregation and in monitoring the results of the stewardship program.
- Make recommendations to Stewardship Chair on how to improve future annual stewardship programs.

#### ***Budget Responsibilities***

Provide requested budget information to Stewardship Chair and Nurture Team Leader for the annual budget.

#### ***Annual Charge Conference Attendance***

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If your position requires that you report to the Charge Conference, make preparations for this report well ahead of the meeting date.

### ***Time requirements***

- Attend Nurture Team meetings.
- Attend scheduled meetings with pastoral staff.

### ***Term***

One year, with annual renewal (if mutually desired) for a maximum of 3 years.

### ***Training and resources***

- Cokesbury Guidelines: Stewardship – An electronic copy is available on the LUMC Equipping Ministry webpage.
- Biblical knowledge of stewardship.
- Annual church budget.

### ***Background Check***

Required for this position.

### ***Ministry Description Updates***

It is your responsibility to review this ministry description at least once each year for changes and updates. Provide this information to the Stewardship Chair so that the updates can be made as needed.

### ***Qualifications, Skills, and Gifts***

- Ability to communicate clearly.
- Knowledge of components of annual church budget.
- Possess one or more of the following spiritual gifts:
  - Administrative (D)
  - Faith (R)
  - Knowledge (D)
  - Leadership (D)
  - Wisdom (D)

\* R - Required; D - Desirable

### ***Benefits to the Servant***

To witness the commitment of a Biblically informed congregation on stewardship.