

## **CONGREGATIONAL MINISTRY DESCRIPTION**

### **Trinity Lutheran Church, Savannah, Georgia**

#### **MINISTRY NAME**

CHAIRPERSON, BOARD OF STEWARDSHIP

#### **PURPOSE**

- Inform, motivate and enlists all members in a program of Christian life and service.
- Visits new embers to assist them in finding their place of interest in congregational life.
- Plans annual faith promise solicitation of time, talents and treasures.

#### **COMPOSITION & ORGANIZATION**

- The BOARD shall normally comprise a chairperson elected by the congregation. The Chairperson shall appoint members as needed to the BOARD.

#### **ACCOUNTABILITY**

- The Chairperson, Board of Stewardship is accountable to God, Pastor, Church Council, and TLC congregation.

#### **QUALIFICATIONS**

- The Chairperson, Board of Stewardship shall have the talents and aptitude necessary to meet the needs of TLC.
- Background check is required.

#### **RESPONSIBILITIES**

- Survey the congregation for skills, gifts, experience, abilities and interests for use in volunteer ministry.
- Develop and maintain a comprehensive database that lists the service opportunities that are available and the members that currently volunteer for those roles.
- Plan and coordinate use of volunteers with other staff members.
- Encourage the congregation to offer their time, talents and treasures to the service of the Lord. This can be done through bulletin items, newsletter articles, or personal interaction.
- Recruit and oversee the Financial Secretary and Offering Counters.
- Reorder Offering envelopes on a yearly basis. Administer all electronic giving programs, providing any updates as needed to the Web Master.
- Provide oversight to the development of the Ministry Spending Plan based on church priorities and available funds.
- Provide guidance to the office of Treasurer in the handling and distribution of funds as needed.
- Provide to the President of Church Council, suggested members of the Financial Review Committee by the end of each Fiscal year. This committee will be appointed by the President and the depth of the financial review shall be determined by the Church Council. (See by-laws)
- Attend regular Board meetings as needed.
- Attend monthly Council meetings as a resource and for informational purposes.
- Cooperate with the other Boards and church staff by performing any other duties when asked to do so.