

# Position: Chairman, Board of Stewardship

Accountable to: (God, Pastor, Church Council, TLC congregation)

**Purpose:** The Board of Stewardship informs, motivates and enlists all members in a program of Christian life and service and visits new members to assist them in finding their place of interest in congregational life. The Board also plans annual faith promise solicitation of time, talents, and treasures.

## Primary Duties and Responsibilities

1. Survey the congregation for skills, gifts, experience, abilities and interests for use in volunteer ministry.
2. Develop and maintain a comprehensive database that lists the service opportunities that are available and the members that currently volunteer for those rolls.
3. Plan and coordinate use of volunteers with other staff members.
4. 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.
5. Recruit and oversee the **Financial Secretary and Offering Counters**.
6. Reorder Offering envelopes on a yearly basis. **Administer all electronic giving programs, providing any updates as needed to the Web Master.**
7. Provide oversight to the development of the Ministry Spending Plan based on church priorities and available funds.
8. Provide guidance to the office of Treasurer in the handling and distribution of funds as needed.
9. **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)**
10. Attend regular Board meetings as needed.
11. Attend monthly Council meetings as a resource and for informational purposes.
12. Cooperate with the other Boards and church staff by performing any other duties when asked to do so.