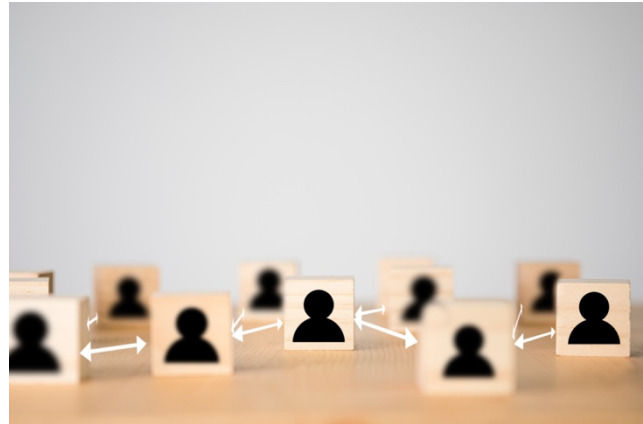


## Stewardship Committee Job Descriptions

Whether your church calls it a Stewardship Committee, a Generosity Team, a Pledge Campaign Task Force, or anything else, having a well-trained and highly functioning group dedicated to generosity will elevate the role and results of fundraising in your church. Key to a well-organized and functioning team is having job descriptions for the various roles and responsibilities of the members.



“It was a learning experience, for sure,” said Bill S. of Grace Episcopal Church. “A week before our annual pledge drive started, a member of my stewardship committee quit because she had not realized she would be asked to talk to people about making their gift. I sort of thought that was understood...” We might hear this statement from Bill and agree with him, but we are forgetting that fundraising and talking about money is counter-cultural. It takes a special person, called to do the work of Stewardship, to engage money and meaning. It is up to us to train, support, and recruit the people who will help us.

A companion document to this one is *Forming the Campaign Team: A Clergy Guide* <https://www.tens.org/resource-library/tools-best-practices/forming-the-campaign-team-a-clergy-guide/>. This can also be accessed on the TENS Website.

What follows here are job descriptions for each role on a Stewardship Team.



## Stewardship Committee Chair

The Chair of the Stewardship Committee plays an important role in resourcing ministry in your congregation. Ideally, the chair serves on the vestry, or at least is willing to work very closely with the vestry in a liaison role. The work mainly consists of convening the stewardship team and supporting them by making sure they have the materials, training, and time they need to do their work

- Can serve as liaison between clergy, vestry, and committee
- Ideally serves as a member of the vestry
- Serves as convener to the committee – chairs meetings, helps in recruiting the team
- Works with Finance Committee, Vestry, and Clergy to set goals for ministry resourcing
- Can set and meet deadlines and keep the campaign moving forward
- Willing to be a public face for stewardship in the congregation (write or sign letters, be on the website)
- Works with Clergy to help education and form the congregation in stewardship
- Works with all involved in thanking the congregation for their pledges
- Works with Finance Committee and Clergy to manage any stewardship formation budget, including training, books, or other resources necessary for stewardship campaigns

### General Skills

- Make your own annual gift to support your church's operations
- Have a passion for the mission of The Church, and for *your* Church
- Understand that generosity and gratitude come from the Gospel
- Recognize God's abundance in all things
- Be connected via networks to your congregation
- Be able to articulate your church's mission in your community – how you are embedded or engaged in your neighborhood
- Ready to talk about faith and money with fellow parishioners.
- Willing to share your story of involvement and support for your church – articulate why you choose to be a member and support with your gifts

- Knows the art of discretion – talking about money is sensitive. Know what information to share, and what to hold
- Can exercise leadership in your church
- Has time to commit to the work of fundraising
- Willing to engage in learning and formation to deepen stewardship practices
- Reveals to everyone through words and action an abiding love for God in the person of Jesus and in the Church



## Pledge / Recording Secretary

Some congregations name a person to this role, others invite their Treasurer or Finance Committee to do this work. Whatever the custom in your congregation, having someone responsible for keeping track of the pledge process and acknowledgment ensures transparency and accountability as well as accuracy.

- Tracks the pledge process
- Works with Treasurer and/or Clergy to report progress and final numbers for campaign participation
- Works with Treasurer and/or Clergy to ensure accurate pledge letters, statements, and follow-up
- Connects donors with other resources should they choose to give from donor advised funds, securities, planned gifts, or retirement accounts.

### General Skills

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## Events Coordinator

Many pledge campaigns contain at least one event to them. The role of Event Coordinator is an important one in containing this work. As we all know, event planning can take up the time and effort of many people, and having a group dedicated to this work allows the rest of the committee to focus on the other aspects of the campaign. If your congregation is one that has a kick-off, in-gathering, or dinner-church meetings for your pledge campaigns, the event coordinator can help making sure everyone who wants to be a part of an event is included.

- Issues invitations for kick-off, ingathering, or other events
- Works with Finance Committee to manage a budget in applicable
- Maintains enrollment / sign-up lists for events
- Organizes food, beverage, set-up, take-down, and clean-up, including any necessary rentals or vendors

## General Skills

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### **Communications and Collateral Specialist**

The Communications Specialist works with the Stewardship Committee to define the case elements of the campaign and to design them. Creating compelling case materials is key to having a successful campaign. The Communications Specialist works with different ministries, clergy, and volunteers to obtain measures and metrics for ministry, and creates an impact statement.

- Works with Clergy and Committee to design campaign case documents including brochures and narrative budgets
- Works with committee members to put stewardship materials on website and social media
- Participates with Clergy to craft talking points, newsletter articles, or other writing / speaking / video elements of campaign
- Helps to educate members about the ministry talking points of the church
- Coordinates mission testimonials and other direct input from members in articulating the mission of the church

### **General Skills**

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### Member at Large

- Attend committee meetings
- Be willing to contribute and serve on sub-committees and task forces as required
- Find new and exciting ways to contribute your time, talent, and treasure to ministry for the Church
- Inspire your friends and fellow members
- Give cheerfully
- Participate in events, and in the wrap-up / follow-up
- Be able and willing to make personal phone calls to follow-up on pledges
- Maintain and manage a case-load of members to steward through the process of the campaign

### General Skills

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