

## Parish Stewardship Chair Job Description

### POSITION SUMMARY:

The position has two very distinct areas of responsibility.

The Parish Stewardship chair is responsible to the Rector and Wardens for the planning and execution of specific strategies related to Stewardship education initiatives in the parish, fundraising campaigns and special events, and recruiting and support of a parish Planned Giving representative.

The Parish Stewardship Chair also works with the corporation, volunteers and synod office staff (where appropriate) to develop stewardship tools as part of the annual operating budget pledge campaign.

Depending on local parish needs, involvement in fundraising, special events, and planned giving may be delegated or shared beyond the parish stewardship chair.

### RESPONSIBILITIES:

#### Stewardship Initiatives

1. Initiate a Year Round Stewardship Education program to enable the parishes to achieve their Stewardship goals by putting an annual invitation in front of parishioners. Promote and market the importance of this program in the parish to parish council, volunteers and parishioners.
2. Familiarize self with the various tools and stewardship vehicles being used in the diocese via liaison with the diocesan stewardship office.
3. Set goals for the implementation of Narrative Budgeting and increased Pre-Authorized payment programs in the parish. Work with the parish treasurer and corporation to develop the narrative budget.
4. Preach on stewardship in the parish where appropriate at the invitation of rector and wardens.

## Planned Giving

1. Work with the rector and corporation to identify, recruit, train and support a Planned Giving Parish representative. Include that rep. as part of the parish stewardship team.

## General

Attend diocesan stewardship workshops and, where appropriate, annual stewardship training events.

## **QUALIFICATIONS:**

Good communication skills, both verbal and written.

Demonstrated knowledge of and a personal commitment to, Christian Stewardship principles.

Computer literacy helpful in order to implement and monitor narrative budgeting

December 22, 2003