

# Sample Position Description

**NAME:** Stewardship Committee Member

**PURPOSE:** To foster *Stewardship as a Way of Life* throughout our parish.

**RESPONSIBILITIES:**

- ✧ Spend a little time learning about stewardship at every meeting (this includes prayer and reflection).
- ✧ Attend Stewardship Days provided by the Parish Stewardship Office both in the Fall and in the Spring.
- ✧ Promote the U.S. Bishops' Pastoral Letter on Stewardship and Summary Brochure.
- ✧ Oversee the annual renewal processes of the 4-weekend presentation and renewal process of Time & Talent commitments each Spring and the 4-weekend presentation and renewal of Financial Stewardship commitments each Fall.
- ✧ Promote Stewardship for Children and Youth.
- ✧ Collaborative efforts to promote Stewardship that permeate all aspects of parish life.
- ✧ Model Stewardship as a way of life in the home, the parish, the workplace and the community.

**GIFTS/QUALIFICATIONS/SKILLS NEEDED:**

- ✧ Committed to prayer and the spiritual life.
- ✧ Giver of time, talent, and treasure both within and outside the Parish.
- ✧ Communicator, both written and verbal.
- ✧ Visionary – has a sense of the direction of the Parish and the Church.
- ✧ Comfortable talking about Time, Talent, and Financial Resources in relation to our faith.
- ✧ Willing to implement accountability reporting.
- ✧ Collaborates with and works well with others while respecting the role and the responsibility of the Stewardship Chairperson.

**AMOUNT OF TIME REQUIRED:**

Approximately four hours a month for meetings and related activities. Time will increase during the two seasonal renewal periods for preparation, renewal and follow-up.

**WHEN MINISTRY IS PERFORMED:**

Monthly meetings are scheduled for the first Wednesday of every month. Meetings will increase to twice a month during renewal periods.

**LENGTH OF COMMITMENT:**

Each member of the Stewardship committee has a three year term.

**TRAINING PROVIDED:**

- ✧ Two opportunities to attend each season a 4 hour Diocesan-Wide Parish Stewardship Days in the Spring and Fall.
- ✧ Parish Stewardship Manuals & many resources provided by the Diocesan Parish Stewardship Office.
- ✧ Training provided upon request by the Diocesan Parish Stewardship Office.
- ✧ Pastoral Formation Institute Stewardship Leadership Track.

**RESPONSIBLE TO:**

- ✧ Stewardship Chairperson
- ✧ Other members of the Stewardship Committee

**SUPPORT PROVIDED:**

Support and encouragement from Pastor, Stewardship Staff Coordinator, the Stewardship Committee Chairperson and other staff opportunities for celebration with other members of the committee.

**ADDITIONAL RESOURCES:**

- ✧ Parish Stewardship Staff of the Diocese of Rockville Centre
- ✧ Stewardship Support Gatherings

**CONTACT PERSON(S):** Fred & Joan Rogers 867-5309

**REVIEWED:** April, 2010

*(Note: The font size for this Position Description has been reduced for this Guide. A “real” position description would have a bigger font and be more attractive than this one! This is for illustration purposes only.)*