

9. STEWARDSHIP MINISTRY TEAM

9.1 STATEMENT OF PURPOSE:

The purpose of the Stewardship Ministry Team is to promote the practice of joyful and responsible Christian stewardship of financial resources, of time, and of talent in the life of every member of Three Chopt Presbyterian.

Christian Stewardship implies a responsibility to make productive use of all God's Gifts to humankind... time, talents and material possessions. The Session of Three Chopt Presbyterian Church on behalf of the congregation affirms that stewardship is concerned not only with current income and its use, but equally with accumulated, inherited and appreciated resources. It is the belief and commitment of the Session, therefore, that the mission of the Church should be expanded by providing opportunities for members to support the benevolent, educational and mission work of the whole Church through special gifts. Specifically, this Church desires to enlarge the scope of the congregation's work and influence by:

- Initiating, supporting and maintaining additional worthy community projects,
- Participating more fully in the many avenues of service to God and to humankind offered by our denomination,
- Expanding its witness to Jesus Christ, and
- Engaging in programs designed to attend to the needs and wants of the elderly, sick, poor, young, bereaved and disabled.

9.2 SPECIFIC MINISTRIES

- A. The Ministry Team will carefully prepare, in cooperation with the Finance Ministry Team, the annual Stewardship of Financial Resources Campaign, the goal of which is to underwrite the congregation's budget for the next calendar year.
- B. The Ministry Team will keep stewardship of the total Christian life before the congregation through inclusions in the newsletter and the Sunday bulletin.
- C. To encourage the joyful stewardship of time and talents, the Ministry Team will:
 1. Encourage the use of a time and talent survey for each member of the congregation. This may be done cooperatively with other Ministry Teams as part of the Annual Stewardship Campaign or in other ways the Ministry Team may devise.
 2. Encourage all Session Ministry Teams to employ any member of the congregation who desires to exercise his or her stewardship of talents by giving the opportunity of service in the various programs of the church. Ministry Teams should be encouraged to spread their workload over as much of the congregation as possible, thereby avoiding overload.
 3. Encourage, facilitate and promote member involvement in the life of the church throughout the year.
- D. The Ministry Team will order all materials needed for the fulfillment of the above tasks in a timely fashion.
- E. The Ministry Team will cooperate with the Finance Ministry Team and any other Ministry Team designated by the Session in developing policies and guidelines

- for special gifts, bequests, etc.
F. The Ministry Team will accept other responsibilities assigned by the Session.

9.3 PLANNING CALENDAR

JANUARY

Conduct Member Involvement activities
Annual Congregation Meeting

FEBRUARY

Order all pledge envelopes
Conduct Member Involvement activities

MARCH

Conduct Member Involvement activities

APRIL

Conduct Member Involvement activities

MAY

Conduct Member Involvement activities

JUNE

Budget planning for August submission
Policy & Procedure Manual review & update
Conduct Member Involvement activities

JULY

Prepare preliminary outline for next Stewardship Campaign
Budget planning continued
Conduct Member Involvement activities

AUGUST

Finalize annual Stewardship Campaign plans
Annual budget submission
Plan Rally Day presentation (September)
Request from Session a preliminary budget by the end of September
Make tentative arrangements for brief presentations during Sunday worship services in
September and October
Conduct Member Involvement activities

SEPTEMBER

Rally Day presentation
Prepare Stewardship materials and continue with Campaign Plan
Make at least one presentation during Sunday worship services

Conduct Member Involvement activities

OCTOBER

Participate in Stewardship Outreach

Stewardship Dinner/Luncheon

1st letter to congregation outlining Stewardship Campaign with theme, outline and dates

Make two presentations during Sunday worship services

2nd church-wide letter mailed

Stewardship sermon(s)

Conduct Member Involvement activities

NOVEMBER

Conclude annual budget plan

Stewardship Sunday

Follow-up calls and/or visits

Prepare for Annual Congregational Meeting Annual Report

List persons with special needs and/or changes to be related to Head of Staff or
Deacons

Keep Session and congregation informed of campaign progress and results

Conduct Member Involvement activities

DECEMBER

Continue to receive pledges and make follow-up calls as needed

Prepare final Stewardship Campaign report for Session and congregation

Prepare for Annual Congregational Meeting Annual Report

Conduct Member Involvement activities