

Anglican Diocese of Ottawa Guidelines for In-Parish Stewardship Committees



Roles and Responsibilities:

- Stewardship is a collaborative ministry of the Incumbent and lay leadership.
- The role of the committee is to communicate, teach and witness stewardship and provide opportunities for the parishioners to participate in the life of the parish as they grow in their understanding of stewardship.
- The committee meets regularly, at first, to educate themselves on the meaning of stewardship through resource materials and discussion. Next steps may include the following:
 - providing leadership in assessing the stewardship needs of the parish,
 - developing a year-round stewardship education calendar and program,
 - overseeing annual financial and/or time and talent stewardship activities as appropriate for the congregation.
 - **Note:** resources are available through the Diocesan Stewardship Council and Diocesan Stewardship Officer
- Responsibilities also include:
 - working with the Incumbent to plan a visioning session every 2 – 5 years,
 - working with the Incumbent and congregation to develop a narrative budget,
 - creating stewardship education opportunities, events, and discussion groups for all ages throughout the year,
 - acting as a stewardship resource group for the Incumbent and congregation.
- **Note:** the committee does not do all the work but is a planning and guiding group that will call upon people with appropriate gifts to be involved as needed.

Membership:

- The Incumbent and Parish Stewardship Officer carefully choose the members. The committee consists of people who have leadership qualities and live generous, prayerful lives, sharing their time, talent and treasure. They can imagine the possibilities and can appreciate the gifts of others.
- The committee is made up of the Incumbent, Stewardship Officer and 3 – 10 members depending on the size of the parish.
- Members are appointed for up to 3 years and offer a variety of skills/expertise. Expertise includes long-range planning, events planning, design, communications, marketing, volunteer development, administration and financial development/management. Including one person on the committee who is skilled on computers including desktop publishing and design is recommended.
- It is recommended that one person be appointed to be Vice Chair so that ongoing leadership development and succession planning are in place.

Reports To:

- This Committee reports to Parish Council, through its Chair, the Stewardship Officer.
- While Parish Council creates the overall vision for the parish and parish life, over time, the stewardship committee is instrumental in bringing that vision to fruition.