

EMMANUEL LUTHERAN CHURCH

THE STEWARDSHIP COMMITTEE

DESCRIPTION OF DUTIES

Approved By the Congregation Council

APPROVED JANAUARY 13, 2020

ESTABLISHMENT

This Stewardship Committee was established by the Emmanuel Lutheran Constitution Bylaws & Continuing Resolutions, paragraph C13.07.01 (e).

COMMITTEE GOAL

The Stewardship Committee has the primary task of teaching, interpreting, and promoting Christian stewardship as a lifestyle. It plans and carries out the annual Every Member Response for pledging of time, talents and treasures. It regularly informs the congregation of its financial status in respect to the budget. The mission of the Stewardship Committee is to help every person of our congregation use their gifts and abilities to proclaim and extend God's love to others. Paragraph C13.07.01 (e)

AUTHORITY

To accomplish this task, the Stewardship Committee is empowered to solicit cooperation and support for their work from other committees of Emmanuel Lutheran Church. The Stewardship Committee may also make requests to employees of Emmanuel Lutheran Church in the performance of its work. To the extent that a budget has been provided for the Stewardship Committee to perform its work, the Committee may expend the budgeted funds as it determines necessary per the monthly budgeted allocation or has been accumulated at the time expenditures are made. The Stewardship Committee must follow the policies and procedures set for expenditures by the Congregation Council and administered by the Finance Committee.

The Stewardship Committee is subject to the direction of the Congregation Council. This committee has no authority to make changes to its primary tasks or mission without the approval of the Congregation Council. The Congregation Council may revise, add to or withdraw any authority bestowed upon this committee at any time.

COMMITTEE MEMBERSHIP

This committee will have a maximum of five (5) and a minimum of three (3) members with one member being the committee chair and one member who is also a member of the Congregation Council. The Congregation Council will approve membership for this committee. The Stewardship Committee or Pastor will nominate new members for this

committee as needed. Committee members will serve continuously, until the member chooses to resign or is removed by direction of the Congregation Council. Annually, the
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Chair for the Stewardship Committee will be selected by Stewardship Committee members.

COMMUNICATION

On a monthly basis, or as otherwise requested by the Congregation Council, the Stewardship Committee Congregation Council representative is requested to provide an oral report of the Stewardship Committee's work during the previous month. During this report, the Congregation Council representative may include requests for changes with the committee's work, mission, or budgetary needs.

On an annual basis, during the month of September, the Stewardship Committee must provide to the Financial Committee its budgetary request for the next year's budget. New committee members are oriented into this committee by receiving a copy of this committee description and other information specific to the work of this committee.

DUTIES AND RESPONSIBILITIES

Develop a planning calendar for your committee's work and responsibilities, at a minimum, annually update this planning calendar and submit an informational copy of your planning calendar to the Congregation Council. By giving the Church Secretary a copy of your committee's planning calendar, this will ensure that a copy will be placed into the Congregation Council's meeting information packet.