

Final Draft

STEWARDSHIP TEAM CHARTER, POLICIES and PROCEDURES

MISSION:

The Stewardship Team, hereafter called the Team, shall support the general financial welfare of the church by promoting, educating, and encouraging the biblical concepts of tithes and offerings.

FUNCTIONS:

The duties of the Team shall include the following:

1. Coordination: Implement the annual Fall Tithe Pledge Drive and oversee all Church wide giving emphases, including Mission offerings with pastoral staff in the worship services and related activities so as to avoid multiple giving appeals and to assist members in their ability to anticipate special efforts.
2. Promotion: Encourage members to continually give of tithes and offerings year round. Work closely with the Communication Team in Church wide promotion activities.
3. Prayer: Continuously pray for the general and financial welfare of the church.
4. Education: Support the education of the church members in financial literacy, stewardship and giving.

TEAM PERFORMANCE;

Review the Team policies and procedures as needed but not less than once a year and recommend additions and changes if applicable for approval by the Church.

DURATION:

The Team shall continue in existence indefinitely until terminated by the church body.

TEAM LEADER:

The Team Leader shall be nominated by the Ministry Matching Team and approved by the Church body.

If the Team Leader is unable to attend a Team meeting, the Team Leader shall designate another member of the Team to lead the meeting.

TEAM MEMBERSHIP:

To effectively carry out the mission of the team, it is recommended that the team have approximately 6 to 12 members to serve on the team. The assigned staff liaison shall be a non-voting member. It is recommended that members should rotate off the team after 3 years to avoid the perception of exclusivity. Members may be divided into sub teams for specific projects related to Team goals. All sub

teams are responsible to the entire Stewardship Team for any recommendations or actions.

MEETINGS:

A meeting of the Team may be called at anytime by the Team Leader or any other two members on at least 7 days notice and communicated to the Church office for posting on the website and master Church calendar. A majority of the members of the Team shall constitute a quorum for the transaction of Team business. All Team meetings shall be open to Church members and invited guests, except for those matters, which may require an executive session. Participation in Team deliberations, however, shall only be by invitation of the Team. Executive sessions would be invoked only if personnel matters of confidential matters are being discussed.

The Team Leader of the Finance Team or another member of the Finance Team designated by such Team Leader shall serve as a liaison of the Finance Team to the Stewardship Team to facilitate mutual support and communication between the two teams.

MINUTES & REPORTS:

The Team may designate a person to summarize the proceedings of the Team's meetings. The records of the Team shall be delivered to the Church Business Administrator to be retained in accordance with the retention policy established by the Church. The Team Leader may authorize the creation and distribution of reports or position papers as appropriate.

EFFECTIVE DATE:

This Charter was approved by the Church to be effective _____, 2008, and shall govern the operation of the Team hereafter.