

STEWARDSHIP DIRECTOR

The stewardship director helps provide accountability in the church through leading the development of the church’s yearly budget and overseeing budget compliance and by helping evaluate requests for financial aid—benevolence and missions. The stewardship director will also promote an emphasis on good stewardship through planning and implementing yearly stewardship campaigns and ongoing stewardship education.

Ministry Area/Department	Stewardship
Position	Stewardship director
Accountable To	Treasurer, pastor or executive pastor
Ministry Target	Church
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Administration • Giving
Talents or Abilities Desired	Good organizational skills • Experience in financial planning, accounting or banking fields
Best Personality Traits	Dependable • Analyst-expresser
Passion For	Good stewardship
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week—possibly more when planning special campaigns
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Lead in developing, overseeing and examining the church’s yearly budget.
2. Work with the financial secretary/bookkeeper to track the budget for the various church ministries, touching base with all ministry heads quarterly and at other times if expenditures are exceeding budgeted amount.
3. Meet with benevolence committee to evaluate requests for assistance from benevolence funds.
4. Meet with missions director to evaluate recommendations for missions to support.
5. Plan and implement annual stewardship campaign and/or direct an ongoing stewardship emphasis, working with the pastor. This involves evaluating various options and reviewing campaigns and materials available from sources such as other churches, publishers, denominational headquarters, etc.