

## **Job Descriptions-Committee Roles**

### **Chairperson**

- Prepare agenda, chair meetings and keep time
- Oversee initiatives-delegate tasks appropriately
- Communicate with Pastor and/or Business Manager
  - Ensure initiatives and aligned with the Pastors vision.
- Point of contact for parishioners

### **Staff Liaison**

- Note taker at meetings
  - As a committee, decide what to do with the notes-when and will a recap be sent out?
- Communicate with Pastor and other staff contacts as necessary
  - Work with staff to ensure Stewardship communication is inserted in the bulletin, Prayers of the Faithful, website, FB, etc.
- Access to the church calendar and happenings throughout the year
  - Ensure Stewardship events fit into the church calendar.

### **Logistics Coordinator**

Ensure all events are properly planned and run smoothly

- Renewal coordination
  - Reserve space for the leader training.
  - Determine the process for collecting commitment cards on commitment Sunday.
- Ministry Fair coordination
  - Reserve the space.
  - Determine the set-up of the room based on the number of ministries.
  - Oversee, if applicable, “day of” volunteers to help with set up and clean up.
- Data analysis
  - Determine how to track Time, Talent and Treasure components on the commitment cards.
  - Track numbers, bring final numbers to the Stewardship Committee to use for the Annual Parish Report. (Also to be shared with the business manager and Finance Council.)
- Commitment Cards
  - Oversee the creation and printing of the commitment cards (Time, Talent and Treasure).
  - What format will be used? Are they clear to understand?
  - Confirm all ministries are listed.
- Ensure database is up-to-date
  - What is the parish office using to track all members?
  - Does the church track the number of volunteers and volunteer hours donated? Is this something the Stewardship Committee wants to track?
  - Are names and addresses of all members up to date?

### **Communication Coordinator**

Communicate Stewardship as a way of life via:

- Bulletin
- Newsletter
  - As a starting point, quarterly Newsletters are suggested.
  - Hard copy mailed out to all members and/or an e-newsletter can be emailed.
  - Can be implemented any time of the year.
  - Used to reach parishioners that don't attend Mass each week.
  - Can be made in house by an employee, a volunteer or a third party (contact Diana Vetter for more information).
- Website
  - Work with the Webmaster at the church to create a Stewardship tab featuring Time, Talent and Treasure.
- Facebook
  - Work with the Facebook Admin to infuse Stewardship posts throughout the year.
- Ministry fair
  - Promote the Ministry Fair across all communication channels.
- Year round consistent Stewardship message
- Draft/edit letters as needed
- Parish Report
  - Oversee the creation of this.
  - Work with the Logistics Coordinator for the final numbers.

### **Lay Witness Coordinator**

Develop/Maintain Lay Witness program

- Assist in identifying and training Lay Witnesses
  - Listen to pre-witness talk and give constructive feedback.
- Schedule Lay Witnesses during renewal and possibly year round
- Market the Lay Witness talks
  - Turn the Lay Witness talk into a written article to share important points and quotes for the bulletin or newsletter.
  - Thank the speaker publicly in the bulletin.

### **Pillar of HOSPITALITY Coordinator**

- Ongoing evaluation and formation of hospitality ministries
  - What hospitality ministries exist, are there ministries that could work together and need an introduction, are the hospitality ministers truly hospitable or are changes needed?
- New parishioner welcome
  - Do all new parishioners receive a letter from the Pastor?
  - Is there a monthly or quarterly welcome event for all new families?
  - Is there a welcome kit that includes a Time, Talent and Treasure commitment card?
- Welcome process for each individual ministry
  - What type of welcome do new volunteers receive when they join a ministry?
- Look for appreciation opportunities for all parishioners

### **Pillar of PRAYER Coordinator**

Integrating Stewardship prayer opportunities for:

- Meetings
  - Prepare a prayer for all meetings; this can also be delegated to others.
- Gatherings/Events
- Prayers of the Faithful
  - Start weekly Stewardship Prayers of the Faithful in January (all POF's are found in the online resources).
- Adoration support
  - Be a resource for the parish office
  - Do the adoration hours need increased? The goal, eventually, is perpetual adoration.
- Distributing resources on prayer
  - Sharing prayer ideas, good articles, reflections, etc. with the committee.

### **Pillar of FORMATION Coordinator**

Integrating Stewardship formation opportunities throughout the:

- Stewardship Committee
  - Suggest books for the committee to read.
- Gatherings/Events held at the church
- Train leaders
  - Slowly start to infuse Stewardship in all ministries (this is done after the Stewardship committee is properly formed on the Stewardship way of life).
  - Have all church leaders study the Pastoral Letter on Stewardship.
- Sacramental moments-Baptism, Communion, Confirmation, Marriage
  - Is the church welcoming and hospitable when someone is new to one of the sacraments? Do they receive a congratulatory letter from the Pastor?

### **Pillar of SERVICE Coordinator**

Assisting in the development of opportunities for parishioners to serve:

- Lead Ministry Fair
  - Contact the ministry leaders for ministry training prior to the fair.
  - Ensure proper follow up after the ministry fair.
  - Be the point person for ministry leaders during this big event.
- Assist parishioners in finding a place to serve in the parish
- Ministry assessment and evaluation
  - Lead the ministry booklet update or creation of a new one.
  - Start the dialogue about new ministries that may need formed or are no longer in existence.

### **Children's Stewardship Coordinator**

- Develop opportunities for parish school and/or religious education
  - Start with a conversation with the DRE.
  - Share monthly Stewardship tips or activities for children and youth.
- Children's envelopes, bulletins and commitment cards
  - Decide if any of the above suggestions need to be implemented slowly.
  - It is vital that kids learn about Stewardship as a way of life at a young age.