

1 **9. STEWARDSHIP MINISTRY TEAM**

2  
3 Statement of Purpose

4 The purpose of the Stewardship Ministry Team is to promote the practice of joyful and responsible  
5 Christian stewardship of financial resources, of time, and of talent in the life of every member of Three  
6 Chopt Presbyterian.

7  
8 Christian Stewardship implies a responsibility to make productive use of all God's Gifts to humankind...  
9 time, talents and material possessions. The Session of Three Chopt Presbyterian Church on behalf of the  
10 congregation affirms that stewardship is concerned not only with current income and its use, but equally  
11 with accumulated, inherited and appreciated resources. It is the belief and commitment of the Session,  
12 therefore, that the mission of the Church should be expanded by providing opportunities for members to  
13 support the benevolent, educational and mission work of the whole Church through special gifts.

14 Specifically, this Church desires to enlarge the scope of the congregation's work and influence by:

- 15 • Initiating, supporting and maintaining additional worthy community projects,
- 16 • Participating more fully in the many avenues of service to God and to humankind offered by our  
17 denomination,
- 18 • Expanding its witness to Jesus Christ, and
- 19 • Engaging in programs designed to attend to the needs and wants of the elderly, sick, poor, young,  
20 bereaved and disabled.

21  
22 Specific Ministries

- 23 1) The Ministry Team will carefully prepare, in cooperation with the Finance Ministry Team, the annual  
24 Stewardship of Financial Resources Campaign, the goal of which is to underwrite the congregation's  
25 budget for the next calendar year.
- 26 2) The Ministry Team will keep stewardship of the total Christian life before the congregation through  
27 inclusions in the newsletter and the Sunday bulletin.
- 28 3) To encourage the joyful stewardship of time and talents, the Ministry Team will:
  - 29 a) Encourage the use of a time and talent survey for each member of the congregation. This may be  
30 done cooperatively with other Ministry Teams as part of the Annual Stewardship Campaign or in  
31 other ways the Ministry Team may devise.
  - 32 b) Encourage all Session Ministry Teams to employ any member of the congregation who desires to  
33 exercise his or her stewardship of talents by giving the opportunity of service in the various  
34 programs of the church. Ministry Teams should be encouraged to spread their workload over as  
35 much of the congregation as possible, thereby avoiding overload.
  - 36 c) Encourage, facilitate and promote member involvement in the life of the church throughout the  
37 year.
- 38 4) The Ministry Team will order all materials needed for the fulfillment of the above tasks in a timely  
39 fashion.
- 40 5) The Ministry Team will cooperate with the Finance Ministry Team and any other Ministry Team  
41 designated by the Session in developing policies and guidelines for special gifts, bequests, etc.
- 42 6) The Ministry Team will accept other responsibilities assigned by the Session.

43  
44 Planning Calendar

45 JANUARY

46 Conduct Member Involvement activities      Annual Congregation Meeting

47 FEBRUARY

48 Order all pledge envelopes      Conduct Member Involvement activities

**Three Chopt  
Presbyterian Church**

Manual of Administrative Operations  
Stewardship Ministry Team

---

50	MARCH	
51		Conduct Member Involvement activities
52	APRIL	
53		Conduct Member Involvement activities
54	MAY	
55		Conduct Member Involvement activities
56	JUNE	
57		Budget planning for August submission      Policy & Procedure Manual review & update
58		Conduct Member Involvement activities
59	JULY	
60		Prepare preliminary outline for next Stewardship Campaign
61		Budget planning continued      Conduct Member Involvement activities
62	AUGUST	
63		Finalize annual Stewardship Campaign plans      Annual budget submission
64		Plan Rally Day presentation (September)
65		Request from Session a preliminary budget by the end of September
66		Make tentative arrangements for brief presentations during Sunday worship services in September
67		and October
68		Conduct Member Involvement activities
69	SEPTEMBER	
70		Prepare Stewardship materials and continue with Campaign Plan
71		Make at least one presentation during Sunday worship services
72		Rally Day presentation      Conduct Member Involvement activities
73	OCTOBER	
74		Participate in Stewardship Outreach      Stewardship Dinner/Luncheon
75		1st letter to congregation outlining Stewardship Campaign with theme, outline and dates
76		Make two presentations during Sunday worship services
77		2nd church-wide letter mailed      Stewardship sermon(s)
78		Conduct Member Involvement activities
79	NOVEMBER	
80		Conclude annual budget plan      Stewardship Sunday
81		Follow-up calls and/or visits
82		Prepare for Annual Congregational Meeting Annual Report
83		List persons with special needs and/or changes to be related to Head of Staff or Deacons
84		Keep Session and congregation informed of campaign progress and results
85		Conduct Member Involvement activities
86	DECEMBER	
87		Continue to receive pledges and make follow-up calls as needed
88		Prepare final Stewardship Campaign report for Session and congregation
89		Prepare for Annual Congregational Meeting Annual Report
90		Conduct Member Involvement activities