

## Stewardship Committee Guidelines

### **I. Name of Group**

This organization shall be known as the Stewardship Committee of St. John Vianney Parish

### **II. Authority and Relationship**

The Stewardship Committee is a standing committee of the parish accountable to the Parish Council. The Stewardship Committee abides by the Parish Council Constitution and By-Laws in carrying out the Eucharistic mission of the Church and the policies of the Archdiocese of Milwaukee.

### **III. Purpose**

The Stewardship Committee is responsible for the ongoing stewardship educational efforts of the parish. The committee is committed to building a community of prayer and hospitality which welcomes and affirms all gifts. The Stewardship Committee develops programs for welcoming new parishioners, designs creative tools which invite all parishioners to share their time, talent and treasures and assists with the dispersion of volunteer ministry talents through the LINK office.

### **IV. Functions / Responsibilities**

The Stewardship Committee will:

1. Understand and promote the biblical concept of stewardship to all parishioners and parish groups.
2. Oversee the efforts of stewardship education in the parish through various parish communication vehicles and publications, i.e. bulletin, parish/school newsletters, monthly statements, brochures and the website.
3. Coordinate a parish-wide campaign inviting members to pledge and commit to sharing time, talent, and treasure for the next year. These activities include creating the theme of the campaign, leading the writing and collecting of information for the annual report summary and coordinating the publication of the ministry booklet of parish opportunities and contact information.
4. Ensure that all who come forth to offer their gifts are contacted, recorded and thanked (LINK office).
5. Collaborate with Liturgy & Worship Committee to incorporate stewardship opportunities into homilies and reflections that may take place during Mass.
6. Develop a welcoming program that helps new parishioners feel embraced by the parish, provides materials that highlight parish life and invites participation by all.
7. Receive and review fundraising proposals from parish committees and programs.
8. Manage the parish fundraising calendar.
9. Produce comprehensive reports that reflect the generosity of the parish community.
10. Collaborate with Christian Formation Committee and Day School staff to assure that the children/youth component of stewardship is represented in all stewardship efforts.
11. Oversee the implementation of various stewardship efforts, which may include capital campaigns, planned giving, ministry fairs and various prayer opportunities.
12. Provide timely minutes of meetings accessible to the parish at large.

**V. Membership**

Ex officio Committee members:

Pastor

Parish Council Chair

Parish Council Liaison

Representative – Administrative Services/Finance Committee

Director Parish Services

Ex officio members participate fully in committee discussions and decision making.

Committee Members:

At-Large representatives of the entire parish (5-7, or as deemed necessary)

At-Large Members:

An at-large member must be a person 18 years of age or older who is a member of the parish. Names of potential committee members will be submitted to the chairperson and discerned for membership by the committee as a whole.

Ordinarily, at-large members of the committee shall serve a term of three years, beginning on July 1. One successive renewal term is also allowed if the Committee so discerns.

After two or more unexcused absences during one year, the member could lose her/his position on the committee, although special consideration will be given to unusual situations. Any unplanned vacancy on the committee will be filled by appointment under the direction of the chairperson. A member appointed to fill an unplanned vacancy will complete the unexpired term of office.

**VI. Subcommittees**

LINK Office

The LINK Office subcommittee facilitates the matching of parishioner's pledges of time and talent with the corresponding ministries and committees ensuring that a connection is made between parishioners and their desired ministries. Its members will be the LINK office coordinators, the director of parish services, other appropriate members of the pastoral staff, and any other interested and committed committee members.

The subcommittee will meet throughout the year as necessary, with meeting frequency likely increasing near the time before and after the annual stewardship campaign. The outcome of the LINK office subcommittee meetings will be reported to the Stewardship Committee at the next committee meeting following the subcommittee session.

### Planned Giving

The Planned Giving subcommittee provides information and opportunities for parish members to make lasting gifts through planned giving to parish operations and endowment funds. The Father Lipscomb Society was created in 2008 to recognize parish members who list St. John Vianney as a recipient in their will. The subcommittee members will be any interested and committed Stewardship committee members and other at-large representatives from the parish.

The Planned Giving subcommittee will meet throughout the year as necessary, with meeting frequency likely increasing near the time before and after the annual Fr. Lipscomb Society dinner. The outcome of the Planned Giving subcommittee meetings will be reported to the Stewardship Committee at the next committee meeting following the subcommittee session.

### New Parishioner Welcome

The New Parishioner Welcome subcommittee is responsible for developing a welcoming program that helps new parishioners feel embraced by the parish, provides materials that highlight parish life and invites participation by all. This includes coordinating new parishioner registration and periodic new parishioner welcome receptions. The subcommittee members will be any interested and committed Stewardship committee members and other at-large representatives from the parish. Additional pastoral staff and other SJV committee members may be asked to participate at subcommittee meetings on an as-needed basis.

The New Parishioner Welcome subcommittee will meet throughout the year as necessary. The outcome of the New Parishioner Welcome subcommittee meetings will be reported to the Stewardship Committee at the next committee meeting following the subcommittee session.

## **VII. Officers**

Officers will be discerned for annual terms, with the possibility of up to two successive annual renewals. Discernment will be by the committee as a whole at the last meeting of the fiscal year. A chairperson, a secretary, and possibly a vice-chairperson, make up the officers of the Committee.

Duties of Officers:

### Chairperson

1. Shall have at least one year of committee experience;
2. Shall prepare the meeting agenda with input from other committee and subcommittee members;
3. Shall preside at all meetings of the committee;
4. Shall have authority, with approval from the committee, to assign additional duties and responsibilities to individual committee members.

Vice-Chairperson (if determined to be needed by committee)

1. Shall have at least one year of committee experience
2. Shall preside at any meeting which the chairperson is unable to attend
3. Shall perform other additional duties assigned by the chairperson, with the approval of the committee.

Secretary

1. Shall maintain a written record of all actions of the committee;
2. Shall preserve all reports, proposals and documents entrusted to her/his care;
3. Shall arrange for the mailing of meeting minutes to all committee members and the Parish Council in a timely fashion.

**VIII. Meetings**

A. Type

1. Regular meetings: The Committee will meet on Common Leadership Nights.

2. Special meetings

The need for additional meetings may be determined by the chairperson. All meetings shall be open.

B. Meeting Preparation and Decision-making Process

The Committee's manner of decision-making shall be communal discernment, which includes gathering of information, prayerful reflection and dialogue, leading to a consensus. When this is not possible, the will of the majority will prevail.

**XI. Changes /Amendments**

These guidelines will be reviewed and confirmed or amended by consensus on a regular basis.

Date of Approval

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Date of Most Recent Revision

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