

Stewardship Committee Guidelines

I. Name of Group

This organization shall be known as the Stewardship Committee (“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.

III. Purpose

The Stewardship Committee is responsible for promoting and nurturing the ongoing stewardship efforts of the parish. The Committee is committed to building a community of prayer and hospitality which welcomes and affirms all gifts. At its core, the Committee is responsible for the design and implementation of the annual stewardship renewal campaign. In addition, 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 placement 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, annual report, quarterly statements, brochures and the website.
3. Coordinate an annual 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, coordinating the publication of the ministry booklet of parish opportunities and contact information and the preparation and conduct of stewardship and witness talks at weekend liturgies.
4. Ensure that all who come forth to offer their gifts are contacted, recorded and thanked (LINK office).
5. Collaborate with the Prayer & 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 act on 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 the 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.
 13. Update and submit the Committee's SJV Strategic Action Plan to the Parish Planning Team as required each year.

V. Membership

Ex officio Committee members:

Pastor or designee
Associate Pastor
Parish Council Chair
Representative – Administrative Services/Finance Committee
Director of Administrative Services

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

Committee Members:

At-Large representatives of the entire parish (10-15, 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.

At-Large Members:

1. May not be members of any other standing committee of Parish Council.
2. May be members of parish subcommittees, but not serve in an officer role. The only exception is that members may serve as officers of any Stewardship subcommittee.
3. Can be both members and serve in leadership roles for parish ministries.

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. A partial (mid-term vacancy) term shall be considered a full term.

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. A liaison from the Stewardship Committee will interface with the LINK subcommittee. The liaison will bring reports from the LINK Office meetings to the next Stewardship 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. A liaison from the Stewardship Committee will interface with the Planned Giving subcommittee. The liaison will bring reports from the Planned Giving meetings to the next Stewardship 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. A liaison from the Stewardship Committee will interface with the New Parishioner Welcome subcommittee. The liaison will bring reports from the New Parishioner Welcome meetings to the next Stewardship Committee meeting following the subcommittee session.

VII. Officers

A chairperson, vice-chairperson (if determined to be needed), secretary, and parish council liaison shall make up the officers of the Committee. Officers will be discerned from the at-large members for annual terms, with the possibility of up to two successive annual renewals (totaling a maximum of three years in an officer position). Discernment will be by the Committee as a whole at the June meeting. The parish council liaison may also serve as liaison if discerned for a 2nd term on the

Committee, but cannot serve in the liaison role for more than five consecutive years.

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 sub-committee 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.
4. In the event that the Committee chair is unable to complete his/her term of office, the vice-chairperson shall become the acting chair until a new chairperson is discerned by 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 his/her care.
3. Shall arrange for the distribution of meeting minutes to all committee members and the designated parish office staff member for publication in a timely fashion.

Parish Council Liaison

1. Shall have at least one year of Committee experience.
2. Shall act as a full and active member of both the Parish Council and the Committee.
3. In addition to representing the interests of the Committee, the liaison shall also act at all times with the welfare of the entire parish in mind.
4. Liaisons are not eligible to hold other Committee officer positions.
5. After serving a minimum of one year as Parish Council liaison, the liaison may be chosen as a Council officer. If this occurs:
 - a. The Committee must select a new liaison.
 - b. The liaison relinquishes his/her position on the Committee while serving as a Council officer.
 - c. The relinquished year is still counted against the liaison's term and not made up subsequently.
 - d. The Committee can discern a new member to fill the open seat.

VIII. Meetings

A. Type

1. Regular meetings: The Committee will meet on Common Leadership Nights. All meetings shall be open.

2. Special meetings

The need for additional meetings will be determined by the chairperson.

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 _____

Date of Most Recent Revision _____