



St. Mark's Lutheran Church, Winnipeg

Terms of Reference

Stewardship Committee

Effective Date: May 25, 2023

Approved by: CC-2023-29

Amended by:

Purpose:

The Stewardship Committee recognizes that within our congregation we have been gifted with an abundance of time, talents, and treasures by God which ultimately belong to God. The job of the Stewardship committee is to facilitate the matching of these resources to congregational and church needs.

Accountability:

The Stewardship Committee is accountable to the congregation through the Congregational Council. This committee oversees the work of any task groups that it sets up to accomplish particular goals (for example a "job fair" or a fundraising initiative).

Relationships:

The Stewardship Committee will work most closely with The Pastor, the St. Mark's staff, Council, and all of its committees.

Membership / Governance:

The membership of the committee shall consist of:

1. No less than three and normally no more than seven members of the congregation appointed by the congregational council for terms of two years.
2. The Pastor (ex officio and non-voting).

Responsibilities Specific to this Committee:

1. Assist committees by recruiting volunteers. Gather a list of volunteer opportunities from each program committee and sub-committee. Take an inventory of talents and interests from within the congregation. Facilitate matches that will allow each committee to fulfill its mission and allow congregational members an opportunity to contribute in a meaningful way.
2. Support the ongoing work of the Congregational Council by working with the Nominating Committee to identify congregational members best suited to fill volunteer positions on Council and its subcommittees.
3. Help the congregation members understand what other opportunities exist that might be a match for their time and talents and facilitate their meaningful involvement.
4. Based on information from the Finance Committee, assist the congregation in understanding changing financial needs and creating opportunities for enhanced giving.
5. Oversee all special fundraising activities designed to benefit St. Mark's or other initiatives approved by Council. (Note: this does not include Youth or Social Ministry fundraising activities).
6. Follow the "Responsibilities of All St. Mark's Committees", below.

Responsibilities of All St. Mark's Committees

Finances

1. Prepare a budget request for submission to the Finance Committee during the annual budget preparation cycle (e.g., typical expenses).
2. Regularly review year-to-date expenditures against what has been allocated to the committee in the congregational budget.

Connection to Council & Congregation

3. Delegate at least one member of the committee to be present at the congregational Annual Meeting.
4. When scheduled by the congregational council, provide representation at All Committee meetings.
5. Communicate the ongoing work of the committee and its rationale to the broader St. Mark's community through a variety of media.
6. Make recommendations to the congregational council on matters pertaining to:
 - a) expenditures that exceed the budget allocated to the committee.
 - b) fundraising initiatives.
 - c) amendments to the committee's Terms of Reference
 - d) proposed initiatives that exceed the scope of the Committee's terms of reference or, in consultation with the Pastor, are of a significant nature.
 - e) new initiatives that will place demands on the time of staff beyond what has been budgeted.

Decision-Making

1. Familiarize its members with and follow St. Mark's general Policy on Committees.
2. Ensure that actions taken by the committee are congruent with the mission, vision and values of the congregation and strategic directions identified by the congregational council.
3. Quorum for meetings shall be a majority of appointed committee members. No decisions shall be finalized if a quorum is not attained.
4. The committee shall strive to reach decisions by consensus. If a vote becomes necessary, a majority of members present shall be required to affirm any proposed action.
5. When a proposed action of the committee will intersect or overlap with the mandate of another committee, consultation with that committee must take place before the action is taken.

Committee Roles and Positions

1. Prior to May 31 of each year, the committee shall elect from amongst its members a chair and secretary. The Council Chair and the church office shall be informed of the election results.
2. The committee may make recommendations to council regarding nominees to fill vacant committee positions.

Reporting

1. Electronic copies of committee meeting minutes or notes shall be sent to the office support staff who shall place them into the council meeting document folder for review by the congregational council.
2. Provide a report for inclusion in the Bulletin of Reports for the congregation's annual meeting.

Relationship to Staff

1. Ensure that the Pastor (an ex-officio member) is invited to all meetings.
2. The Committee will not direct the work of the office support staff or the Director of Music Ministry without the knowledge and consent of the Pastor.