

Eagle Ridge United Church

Ministry Description: Committee of Stewards

Position:	Member of the Committee of Stewards
Purpose:	To manage the temporal ⁱ and financial affairs of the Congregation.
Duties & responsibilities:	<p>It shall be the duty of the Committee of Stewards:</p> <ul style="list-style-type: none"> • To assist the Stewardship Committee of the Official Board in securing contributions for the ministry of the Congregation, preferably by regular contributions and an every-person canvass • To disburse the money received for that purpose, in accordance with the capital expense budget and the current expense budget approved by the Congregation, or the Official Board • In conjunction with the Board of Trustees, to make recommendations to the Official Board regarding capital expenditures • The Committee of Stewards shall present to the annual meeting of the Congregation: <ul style="list-style-type: none"> • a detailed statement of its receipts and expenditures, for which an Audit has been performed • a detailed statement of the receipts and expenditures of the Board of Trustees, for which an Audit has been performed • a statement showing the estimated amounts required to carry on the work for the ensuing year, with suggestions as to methods for securing the necessary money • To communicate periodically with the congregation on financial matters and status (newsletter, verbal updates, and so on). • It shall also report concerning the financial condition of the Congregation to the regular meetings of the Official Board, and shall supply the Official Board with a copy of its annual report to the Congregation, as well as the statement showing the estimated amounts required to carry on the work for the ensuing year, prior to the annual meeting • To ensure that the church property is: <ul style="list-style-type: none"> • safe, clean and beautiful • accessible and welcoming to all • respectful of God's creation • To assume the duties of the Stewardship Committee: <ul style="list-style-type: none"> • to be responsible for the overall stewardship level of the Congregation so that its full potential may be realized. To this end the Committee shall review annually the total stewardship objective of the Pastoral Charge; • to interpret to the Congregation why the resources are needed and how they will be used; • to keep in perspective and under review the proportions of resources used locally and regionally in relation to the amount provided for the wider work of the United Church through the Mission and Service Fund; • to cultivate knowledge and conviction concerning the mission of the church in all its aspects; • through the use of approved methods of church stewardship, to secure commitment and participation in the mission of the church by the Congregation. To this end the Committee shall organize periodic visitations for stewardship purposes; and • to report regularly to the Official Board and to prepare an annual

	report for the Congregation.
Length of term:	2 years (starting/ending at the Congregational Program Meeting usually in June). Retiring members are eligible for re-election.
Meeting frequency:	Every 4 to 6 weeks plus Official Board meetings (2 to 3 times per year).
Qualifications:	<ul style="list-style-type: none"> • Stewards shall be elected for their Christian character and ability to transact the temporal and financial business of the Congregation • Full member of Eagle Ridge United Church • Confirmed affinity through the ERUC Membership Covenant • Signed ERUC Behavioural Covenant
Election process:	<ol style="list-style-type: none"> 1. Contact the current Chair of Stewards to express a calling to this ministry 2. Meet with Chair and at least one other Steward to explore gifts for this ministry and to receive more information on the duties and responsibilities of a Steward 3. Be recommended by Committee of Stewards to the Congregation 4. Be elected by the Congregation.
Preferred Spiritual Gifts (spread over the whole team):	<ul style="list-style-type: none"> • Giving • Knowledge • Organization • Prayer • Wisdom
Practical skills required:	<ul style="list-style-type: none"> • Ability to maintain confidentiality • Expertise or proficiency in area of responsibility (e.g. property, finance, stewardship...)

ⁱ **“Temporal Matters”** mean those transitory and secular affairs that pertain to the life, work, and finances of the Congregation. Without limiting the generality of the foregoing, Temporal Matters do not include: the calling of a member of the Order of Ministry; a request to a Presbytery for an appointment; the election of an Elder or a Trustee; the order of worship; the discipline of the United Church; the amalgamation of Pastoral Charges or Congregations; the disbanding of Pastoral Charges or Congregations; and property matters requiring the consent of the Presbytery. (The Manual, Section 001, Definitions)