

St.Paul Lutheran Church Stewardship Board Manual

(Second Draft)

Mission: The mission of the Stewardship Board is to nurture joyful management of all God's gifts.

Membership:

The Board shall consist of the stewardship deacon and five congregational members. A pastor will provide guidance.

The minimum age of a Board member shall be the legal voting age of the State of Minnesota (currently eighteen).

Meetings:

The Board shall meet on the second Tuesday of each month at 6:30 p.m. unless another day and time is agreed upon. The goal will be to keep meeting length at no more than one hour.

A quorum shall consist of three members present.

Responsibilities of the Stewardship Board deacon:

The stewardship deacon will act as chairman of the Board.

He will provide an agenda for each meeting and will submit minutes to the church secretary prior to the Council of Deacons meeting.

He will report on the Board's activities to the deacons at each monthly meeting and will give a report at the quarterly Congregational Assembly meetings.

He will provide reminders prior to each Board meeting and will attach to the reminder the most recent copy of StewardCast from the LCMS website. This document may be discussed at the meeting.

He will provide at the end of each month a stewardship devotion for the following month to the chairmen of all boards and the Endowment Committee chairman. These devotions can be found on the LCMS website.

He will delegate tasks to Stewardship Board members as necessary and will be responsible for bringing to a proper conclusion all undertakings of the Stewardship Board.

Responsibilities of all Stewardship Board members:

The members shall set an example of good stewardship.

The members shall faithfully attend and participate in the monthly Stewardship Board meetings.

The members shall assist the Stewardship Board chairman in fulfilling the responsibilities of the Board.

The members shall pray for the pastors and the mission of St. Paul Lutheran Church and School.

The members shall nurture the congregation's joyful management of all God's gifts through sermons, Bible studies, bulletin articles, etc.

The members shall provide oversight of the Church Endowment Fund Committee. They will recommend Church Endowment Fund Committee members. Two Stewardship Board members shall serve on the Church Endowment Fund Committee. The Stewardship Board shall review proposed Church Endowment Fund Committee project recommendations.

Stewardship Board Yearly Calendar:

January: offering envelope order (church secretary)

February: prepare budget for the next fiscal year

March: discuss Financial Peace University program for year

April: edit Time & Talents survey form

May:

June: orientation of new member(s)

July:

August:

September: review proposed Church Endowment Fund Committee project recommendations

October:

November: Update letter for annual giving report, Stewardship Board Manual annual review

December:

Note: Discussion of how the congregational stewardship education may be nurtured through sermons, Bible studies, bulletin/newsletter articles, etc. is an ongoing concern of the Board.