



## **DETAILED JOB DESCRIPTION DISCIPLES CHRISTIAN CHURCH LEADERSHIP**

<b>Position:</b>	Stewardship Ministry Team Coordinator
<b>Ministry Area:</b>	Finance, Stewardship
<b>Purpose of Position:</b>	The appearance of the church building and grounds make an important first impression for visitors to the church. The congregation has a stewardship responsibility to maintain and improve the facilities God has provided for our study and worship. The Property coordinator provides a wide variety of skills to keep the church facilities in excellent condition.
<b>Responsible To:</b>	Church Board and fellow members of the congregation
<b>Ministry Description:</b>	<ul style="list-style-type: none"><li>- Recruit fellow members to serve on the property ministry team</li><li>- Encourage new ideas</li><li>- Attend all Board Meetings and selected Cabinet Meetings as voting member</li><li>- Present quarterly report of ministry team activities to the Board. If unable to attend, will send a substitute to present the report or email the report to the Board Secretary</li><li>- Coordinate annual Stewardship Campaign</li><li>- Report regularly to congregation on giving trends</li><li>- Seek opportunities for Stewardship education throughout the year</li><li>- Prepare annual department budget</li><li>- Coordinate with other appropriate ministry teams all requests for fund-raising campaigns</li><li>- Familiarize yourself with the biblical basis for stewardship, educate about tithing and Seek to expand the understanding of stewardship through the church. Stewardship is more than money: it includes time, talents, and a commitment to serve</li></ul>

- Prepare annual ministry team budget.

**Length of Commitment:**

1 year

**Time Required**

Seasonal, with peak requirements during special stewardship promotions.

**Training Provided:**

- The annual board retreat
- CCSW and NTA seminars and workshops
- Resources supplied by ministry staff

**Qualifications/Special Skills**

A strong commitment that stewardship planning is an on-going process for all Christians. Must have a working knowledge of long range planning and stewardship. Personally demonstrate and model concepts of good stewardship. Spiritual gifts of encouragement, administration and giving.

**Keys to Success**

- Delegate specific tasks to team members
- Get list of previous team members as starting point for new team members
- Sit down with predecessor at beginning of term and discuss the previous year's activities and his/her recommendations for improvement.

**Benefits to the Volunteer**

Gain a better understanding of the church and find personal satisfaction while serving in this leadership capacity.