

FIRST UNITED METHODIST CHURCH OF RENO, NEVADA

JOB DESCRIPTION STEWARDSHIP CHAIRPERSON

The Stewardship area of First United Methodist Church of Reno plans and promotes concepts and practices of stewardship—a lifestyle of giving and of sharing resources of time, talent and treasure. Involved planning includes the concept of proportionate giving and tithing, funding/sustaining the life and work of the congregation, planned giving, time and abilities, economics and money management, and lifestyle.

The Chair of the Stewardship Committee shall be responsible for calling together his/her committee throughout the year to discuss and plan ways to implement those items listed in the above paragraph.

- Chair or committee member to attend one new member meeting per class to present the financial picture and the responsibility of each member as they vow to uphold the church with their financial gifts. Hand out estimate of giving forms at this time.
- Prepare ways to gather information on time and talent and see that it is integrated into the church software program.
- Do long-range planning for each year's fall stewardship campaign, to include dates, theme, leadership, publicity, worship incorporation and celebrations.
- Working through the Church Business Administrator, help prepare monthly publicity around Apportionments and their importance.