

Ministry Title:

Stewardship Leader / Stewardship & Finance Ministry Leader

Purpose Statement

The purpose of the Stewardship Leader is to provide faithful, transparent, and accountable oversight of the church's financial resources in a manner that honors God, protects the church, and supports its mission. This role ensures sound stewardship practices, financial integrity, and responsible risk awareness consistent with biblical principles, legal requirements, and widely recognized church and nonprofit best practices.

Role Descriptions

The Stewardship Leader serves as the primary ministry leader responsible for coordinating the church's financial stewardship and oversight processes. This role emphasizes accountability, transparency, and servant leadership rather than corporate authority. The Stewardship Leader works closely with the Church Elders, staff, and finance teams to ensure faithful management of resources and clear communication regarding the church's financial health.

Primary Responsibilities

- Provide leadership and oversight for church stewardship and finance-related operations
- Assist in the development and monitoring of the annual church budget in coordination with church elders and staff
- Ensure accurate financial recordkeeping and reporting
- Oversee cash handling, deposits, disbursements, and expense reimbursements according to approved policies
- Help maintain appropriate internal controls to safeguard church assets
- Coordinate payroll processes, tax filings, and required financial compliance as applicable
- Support elders with financial planning, forecasting, and long-range stewardship strategy
- Coordinate and support finance team members, volunteers, or contracted accounting services

- Ensure financial policies and procedures are followed consistently across all ministries
 - Support insurance and risk-management practices, including:
 - Assisting with insurance documentation related to financial operations
 - Ensuring proper financial records are available for audits, reviews, or claims
 - Prepare regular financial reports for church elders and leadership teams
 - Encourage biblical stewardship and generosity within the congregation
 - Pray for wisdom, provision, and faithfulness in the stewardship of church resources
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Reporting Structure

The Stewardship Leader reports directly to the Church Elders or an Elder-designated oversight group. This leader serves under elder-approved financial policies, budgets, and accountability structures and provides clear, timely, and accurate financial reporting.

Time Commitment (if applicable)

Time commitment varies based on church size and complexity and includes regular financial oversight throughout the year, scheduled reporting cycles, and additional time during budget preparation or financial reviews.

Spiritual Qualifications / Expectations

- A personal and growing relationship with Jesus Christ
- Faithful membership and active participation in the life of the church
- Demonstrated integrity, discretion, and trustworthiness
- Wisdom and humility in stewardship and financial responsibility
- Willingness to serve under spiritual authority and accountability
- Commitment to prayer, unity, and the mission of the church

- Agreement with the church's doctrinal beliefs, mission, and values
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Recommended Best Practices for a Church Stewardship Leader

Financial Controls & Accountability

- Clear separation of financial duties among volunteers and leaders
- Dual approval for significant expenditures
- Independent counting and verification of offerings
- Regular reconciliation of bank statements

Transparency & Reporting

- Routine financial reports to church elders
- Annual financial summary shared with the congregation
- Clear documentation for designated or restricted funds

Audits & Reviews

- Periodic internal financial reviews or external audits
- Review of financial processes following leadership transitions
- Written financial policies reviewed regularly

Risk Management & Insurance Alignment

- Adequate insurance coverage related to financial activities
- Documentation of financial controls for insurance and legal purposes

- Prompt and accurate financial records in the event of incidents or claims

Stewardship Culture

- Teaching and modeling biblical stewardship principles
- Protecting donor confidentiality and trust
- Encouraging generosity through discipleship, not pressure