

**All Souls Unitarian Universalist Congregation**  
**Job Description of Committee Chair or Ministry Team Leader**

**Committee or Ministry Team: Stewardship Chair**

**Date: 9/20/18**

**Prepared By: Nick Evento, adapted by Henrietta Mountz**

*MISSION STATEMENT: All Souls UU Congregation is a liberal religious congregation that nurtures lifelong spiritual development. We covenant to create a welcoming, caring, justice-seeking community within and beyond these walls.*

*VISION STATEMENT: All Souls welcomes seekers to our liberal religion and offers a transformative worship experience. We act boldly, compassionately, and publicly for justice. We intentionally share the message of Unitarian Universalism. While building a congregation of over 300 members, we broaden and deepen our ministries with community partnerships and an integrated campus.*

**1. How does this committee support the mission and vision of All Souls?**

Provides the financial resources to carry out our mission. Creates sense of community through members expressing their support of All Souls.

**2. Specific responsibilities:**

- Solicits stewards to work on the canvass
- Organizes annual campaign
- Coordinates the creation of stewardship information
- Oversees the organization of related events
- Oversees the canvass process, including follow-up canvassing
- Coordinates and collects pledge forms and other data
- Communicates and coordinates with book keeper about the collating of the data into the pledge reports
- Prepares annual report
- Keeps congregation apprised of SC's vision and progress via the newsletter and other forms of communication
- New member canvassing
- Recruits congregants to give testimonials
- Prepares case statement
- Develops stewardship calendar
- Recruits new members to the Stewardship committee
- Recommends consultant if necessary to have one
- Submits monthly article to newsletter
- Develops campaign theme, logo

3. Knowledge and skills:

- Active and participating member of All Souls UU Congregation
- Demonstrates leadership
- Organizational skills
- Motivational Skills
- Attention to detail
- Confidentiality

4. Estimated number of hours per month:

- Position is year-round; hours vary depending on the month (some months are less hours, some are more depending on where in the fiscal year we are)

5. Position term: 2 Years

6. This team coordinates with (indicate other teams or committees):

- Bookkeeper
- Newsletter/eblast
- Congregation as a whole
- Membership
- The Board
- Finance committee, particularly treasurer

7. Additional relevant information: