



Sample Stewardship Staff Job Description

“Stewardship is an expression of discipleship, with the power to change how we understand and live out our lives.”

-Stewardship: A Disciple’s Response

A Note About This Position and Job Description

This job description is a sample and can be edited however needed to meet the staffing needs within a Family of Parishes. This resource document is meant to provide background and assistance as a pastor and staff discern who should serve as the stewardship leader for the Family of Parishes.

If a full-time or even part-time Parish Stewardship Director/Coordinator/Liaison is not financially feasible, the roles and responsibilities of this position can be paired with another staff position, such as a Pastoral Associate, Director of Evangelization, Community Life Coordinator, Ministry Coordinator, or Communications staff member. If a paired position is discerned, ensure that this role is not simply an add-on to an already-full-time position (leaving the person with limited time to attend to the responsibilities of the role). Having a staff person who is charged with directing stewardship will be of great benefit to the Family, as members become more engaged, grow spiritually, and readily give of their faith, time, talents and strengths, and material and financial resources.

Job Summary

Rooted in the teaching that all we are and have in life is a gift from God, the Parish Stewardship Director/Coordinator/Liaison strives to develop a culture in the Family of Parishes that recognizes stewardship as a way of life stewardship. This position provides vision and leadership to successfully implement a comprehensive stewardship effort that focuses on education, formation, and promotion of the spirituality of stewardship and stewardship-related activities, inviting parishioners to share their gifts of time, talent, and treasure within the Family of Parishes and overall life of the Church.

Essential Job Responsibilities

1. Serve as a member and primary staff representative to the Stewardship Core Team.
2. In partnership with the Stewardship Core Team, develop and implement an annual plan for all stewardship activities within the Family of Parishes. Some areas of focus within the plan include:
 - a. Hospitality and welcome, with a special focus on engaging new parishioners.
 - b. Education and formation of stewardship as a way of life, especially through lay witness opportunities.
 - c. Annual Renewal Process to invite parishioners to share their gifts of time, talent, and treasure.

3. Assist with formation and training for new members on the Stewardship Core Team.
4. Develop and lead ongoing stewardship formation for parish staff and key Family of Parish leadership groups (e.g. Pastoral Council, Finance Council, commissions, committees, ministry groups).
5. Identify and train individuals for Lay Witness Talks and other opportunities to promote stewardship as a way of life.
6. Assist with developing stewardship content for communication vehicles: bulletin, newsletters, email newsletters, website, social media, etc.
7. Stay current with trends in stewardship and share information and practical suggestions with the staff and Stewardship Core Team.
8. Identify and promote opportunities for parishioner involvement and assist parishioners discerning how/where to best use their gifts and talents within the Family of Parishes.
9. Assist with stewardship-related special events (e.g. Welcome Night for New Parishioners, Volunteer "Thank You!" Event, etc.).
10. Be attentive to ways to enhance stewardship practices within the Family and ensure that all Family communication, ministries, and practices are consistent with principles of stewardship.