

Committee	Finance & Stewardship	
Membership	Elders	
	Congregation	
	Staff	Treasurer, Pastor
Regular Meetings		
Mission Statement		
The Finance and Stewardship Committee oversees the Financial Operations of the congregation and educates CPC in the ways and means of making full use of the material, physical, intellectual, and spiritual gifts granted to us by God.		
General Tasks:		
<ol style="list-style-type: none"> 1) Prepares budget recommendations; 2) Oversees treasurer and church investments 3) Develops system for counting plate offerings and directing funds to appropriate accounts 4) Insures easy-to-understand financial statements are available to Session on a timely basis. 5) Maintains records, files required denominational and government reports and forms; 6) Organizes and supervises annual stewardship campaign; 7) Educates congregation on need for and biblical basis for stewardship; 8) Encourages congregational involvement on committees and in community projects 9) Other assignments as directed by Session 		
Resources		
http://www.presbyteryofli.com/wp-content/uploads/2016/01/Presbyterian-Manual-2012.pdf https://www.pcusa.org/media/uploads/stewardship-education/pdfs/stewardship_manual_web.pdf		
Learning Projects		
Investigate current approaches to Stewardship at CPC, investigate alternatives		
Overall Goals		
Educate congregation on meaning of Stewardship, select and promote most practicable Stewardship system for CPC, integrate Stewardship into overall planning and mission of CPC		
Specific Projects		
Develop Budget and Needs education program, implement effective Stewardship system, determine means to update congregation on stewardship progress in all areas, develop clear financial reporting and system for transparency in how funds are received and directed.		
Other Notes:		
Chairperson Responsibilities		
<ol style="list-style-type: none"> 1) Develop agenda in conjunction with Pastor; 2) Call and preside over committee meetings; 3) Insure minutes are taken and distributed as needed; 4) Oversee task list, securing committee members and volunteers (especially for quick tasks below); 5) Help recruit and train committee members and volunteers as needed. 		

Committee Member Responsibilities

- 1) Attend committee meetings;
- 2) Review agenda and other materials in advance of meeting as much as possible;
- 3) Participate in regularly performing several of the General Tasks listed above;
- 4) Help recruit and train committee members and volunteers as needed;
- 5) Be prepared to ask questions and offer ideas at meetings.

Quick Tasks - That can be done on an as needed basis by congregation

- 1) Serve as offering counter
- 2) Offer MfM on importance of year-round stewardship
- 3) Help develop annual Stewardship campaign
- 4) Serve as auditor