

# A Quick Start GUIDE



# STEWARDSHIP

## A Quick Start Guide for Stewardship

This Quick Start Guide was prepared using materials created by the Stewardship Department of the North American Division.

Director: G. Edward Reid

Design and layout: Alan Eno

Available from:

*AdventSource*

5040 Prescott Avenue

Lincoln, NE 68506

800.328.0525

[www.adventsource.org](http://www.adventsource.org)

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## Overview

The local church stewardship leader has a vital role as a planner and as an educator. As a member of the church board, he or she works closely with the pastor(s) and other church leaders in strategic planning for the mission of the church, and in scheduling and conducting stewardship education sermons, programs and other activities regularly throughout the year. He or she also functions as a liaison for the local conference.

## The Ministry of Stewardship

The true ministry of a stewardship leader lies in encouraging believers in the best use of all the resources God has provided, including the management of abilities, time, one's body, and material possessions. Local congregations have a corporate responsibility for the stewardship of their resources, as well as for nurturing, guiding and developing individuals in their understanding of whole-life stewardship. Viewed in its totality, stewardship is the root of mission and the goal of discipleship.

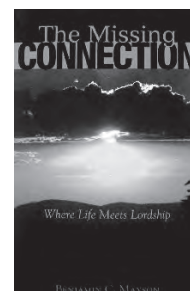
Jesus spent much time discussing the material aspects of life. He knew His hearers could not understand the great principles of His kingdom unless they had an understanding of their "steward" relationship with God.

As stewards, we are created in God's image, to reflect His character and carry out His purposes. When we acknowledge that everything belongs to God, we can learn to manage what is entrusted to us according to the divine plan.

### *The Missing Connection*

In trying to understand the crucial issue of Jesus Christ as Lord of your life, it is easy to get caught up in the legalism Luther aptly describes as the "oil of our bone." Why do I feel as if I am on the outside, nose pressed against the pane, looking in? Remember me?

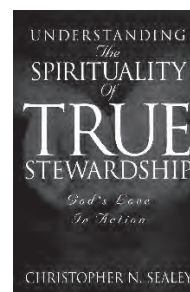
Do you know who I am? It is possible for Christians to do many good things in Jesus' name but fail to find *The Missing Connection*.



By Ben Maxson  
(GC Stewardship Department)  
Catalog #318935  
Available from AdventSource  
at [www.adventsource.org](http://www.adventsource.org)  
or 800-328-0525

### *Understanding the Spirituality of True Stewardship*

Most people equate stewardship with the solicitation of money. This book begins with a biblical outline of the origin of stewardship. Learn how stewardship provides a demonstration of God's love toward us, while giving an opportunity for us to respond to His love.



By Christopher Sealey  
(AdventSource)  
Catalog #318930  
Available from AdventSource  
at [www.adventsource.org](http://www.adventsource.org)  
or 800-328-0525

## Getting Organized

Unfortunately, in many churches today stewardship activities and church planning are carried out in a fragmented, disorganized fashion. Some churches have only a finance committee whose function is very brief and related mostly to getting the church budget approved. Church boards are often overburdened with business details and therefore unable to focus on developing a mission statement and engaging in strategic, long-term planning.

If your church has a clear mission statement in place and has evaluated its challenges and established its goals, you have a great foundation on which to build! If not, you will need to form a team of dedicated individuals who have management and planning experience and are willing to devote their time and efforts to identifying the mission of your local church and developing plans for fulfilling its mission. (Contact *AdventSource* for information on how to develop a mission statement and create long-range plans.)

This group usually functions as a sub-committee of the church board and makes recommendations to it. (In small congregations, the church board may need to assume this role.) This strategic planning is vitally important because it cannot be separated from budgeting and finance issues. All church leaders and all departments need to have representation in this process. To truly be successful it must draw the attention and support of the entire church.

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**It is the recognition of  
God's ownership that leads  
to financial faithfulness.**

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## Planning and Budgeting Cycle

As soon as new church officers are elected the planning process begins (ideally at least 3 months before the church's fiscal year starts):

**1. Develop or Reaffirm Your Church's Mission Statement.** Remember that a clear and concise statement of mission must answer the following questions:

*Who are we?*

*What do we believe and teach?*

*What is our purpose?*

**2. Conduct a Resource Review.** To determine the current position of your church in relation to its mission statement, ask questions about these three types of church resources:

Spiritual resources: Does our church develop specific annual plans for the spiritual nurture and growth of its members? Do we teach spiritual gifts awareness and implementation for our members? Do we have an active prayer ministry?

Human resources: Do we keep a current human resources log of available talent and use it regularly? Do we invite church members to have a voice in the church's planning and budget development? Is the focus of church departments on mission and outreach, or mostly preservation of existing programs?

Financial resources: What has been the percentage of tithe increase in our church for each of the past five years? What is the ratio of tithing members/families to total church attendance? What has been the percentage of increase in offerings over each of the past five years for church budget, conference and world-wide projects?

- 3. Identify and Prioritize the Challenges** that emerge from your analysis of the mission statement and resource questions. Involving a broad segment of church members in a review of the mission statement and the challenges facing the church is highly recommended. This procedure will take longer, but the process will help to clarify the challenges facing your church. You will also be building support for the church's long-term goals.

- 4. Develop a Ministry Action Plan.** This process centers your planning around the ministries your church conceives as God's will for its life, based on your mission statement. Rather than focusing on an itemized list of expenses, ministry action planning is based on people. It is concerned with the purpose of the church and what is to be accomplished with God's blessings.

We have been challenged to broaden our vision: "We must get away from our smallness and make larger plans" (*Evangelism*, p. 46). "A great work is to be accomplished; broader plans must be laid" (*Testimonies*, vol. 5, p. 187).

### ***Church Finances for People Who Count***

A 110-page handbook for church treasurers, trustees, deacons, and ministry staff. Includes chapters on the spiritual role of the church treasurer, internal control, a sample record-keeping system, three criteria for deducting a gift on your tax return, church budgets, and raising money to build a church. Part of the GC Ministerial Association's continuing education units program.



By Mack Tennyson  
(GC Ministerial Association)  
*Catalog #311000*  
Available from AdventSource  
at [www.adventsource.org](http://www.adventsource.org)  
or 800-328-0525

- 5. Direct the Budgeting Process.** The church's mission statement, together with its prioritized challenges and future plans, should be placed as an introduction to the church budget. This serves as a reminder that the budget is a tool for the implementation of the church's mission.

In ministry action planning the church budget is divided into categories related to church ministries. Each ministry consists of plans, activities and programs carefully built around the mission of the church. When this is clearly perceived, members can see the difference between giving to "the church budget" and supporting the ministries of the church as partners in accomplishing its mission.

When the draft of the proposed budget has been approved by the planning/finance team it is submitted to the church board for approval, then finally presented as the Church Master Plan to the entire church in business session. Usually the stewardship leader (who also chaired the planning/finance committee) presents the master plan, assisted by the pastor(s) and/or other church leaders. The purpose of this procedure is to ensure the widest possible support.

- 6. Administer the Master Plan and Budget.** The careful implementation of what has been approved by the church is vitally important to the stability and growth of your local congregation. Progress reports should be given regularly throughout the year. Member confidence in church leadership increases when funds are clearly being used in harmony with established guidelines.

It is recommended that a quarterly evaluation of "where we are at present" in relation to the church's mission statement, challenges and goals be presented to the church board, and to the members in a business session when deemed appropriate.

The planning/finance team also conducts a regular budget review to:

- a. verify that church money is being spent according to the plan
  - b. make necessary recommendations to the church board when unanticipated needs or emergencies arise
  - c. compile figures for reports
- 7. Evaluate the Entire Process.** Creating long-range plans and a corresponding budget is one of the most important ways to ensure the success of the local church. For this reason, the yearly reappointment of some members of the planning/finance team is highly recommended.

A major weakness for many congregations is waiting too late in the church year to begin the planning process. Here are some questions to ask as you evaluate your church's planning and budgeting process:

- When should church officers be elected?
- How and when should the church mission statement and challenges be voted?
- How and when should ministry action plans be requested from church leaders?
- When should the strategic plans and budget be approved?

## Stewardship Brochures

These brochures detail the biblical explanation of the meaning of stewardship and its relationship to a Christian's life as a partner in mission and ministry with God. They offer responses to the most common questions about stewardship and are excellent training tools for educating church members.

*What is Tithing?*

Catalog #315000

*What is Equal Sacrifice?*

Catalog #315003

*What is the Conference Advance Offering?*

Catalog #315008

*What Benefits do Tithes Bring to the Local Church?*

Catalog #315011

*What is a Steward?*

Catalog #315010

*What is the Church Budget?*

Catalog #315006

*What is Stewardship?*

Catalog #315004

*Why Should We Tithe?*

Catalog #315005

*What are Offerings?*

Catalog #315001

*Why Should We Give Offerings?*

Catalog #315002

*What is a Personal Giving Plan?*

Catalog #315009

*What is the Birthday/Thank Offering?*

Catalog #315007



Quantity discounts are available

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## Stewardship Education

The main objective of stewardship education is to develop in members an understanding of and commitment to the biblical concepts of individual and corporate stewardship. (You will find a yearly planning calendar very useful for facilitating scheduling and achieving balance in this ministry.)

Some of the themes to develop include:

1. Biblical basis for stewardship
2. Total life stewardship
3. Individual and corporate accountability
4. The importance of our global mission
5. Tithing principles
6. Principles for giving offerings
7. History of "systematic benevolence" in the Seventh-day Adventist church
8. How to plan giving
9. Stewardship of health and other abilities
10. Dealing with selfishness and covetousness
11. Making God first
12. Ownership ideas
13. Partnerships
14. Unity and cooperation
15. The role of praise
16. Philosophy of prosperity and wealth

The means of carrying out stewardship education for church members will vary according to the needs of the local congregation. The following methods have been used successfully in many churches:

1. Stewardship sermons
2. Careful planning and presentation of tithe and offering comments during the worship service
3. Testimonies from members about their stewardship experiences
4. Teaching through special classes, seminars and Bible studies
5. Use of printed materials such as posters, brochures and commitment cards
6. Visual presentations (video, DVD, etc.)
7. Seminars on personal and family finance
8. Conferences on stewardship
9. Participation in annual church Stewardship Week
10. Promoting the Seventh-day Adventist calendar of Special Days and Offerings
11. Special nurture and training for children and new members
12. Personal example of the stewardship leader
13. Personal visitation (See Every-Member Response below)

## **Every-Member Response**

Every-Member Response is a visitation program where church members are personally contacted and invited to make a commitment. The purpose of the visit is to:

- Review with members the mission statement, challenges, goals and plans of the church
- Show how the church budget is based on the mission statement and the church's challenges and goals
- Answer members' questions
- Invite members to participate
- Pray with members and their families

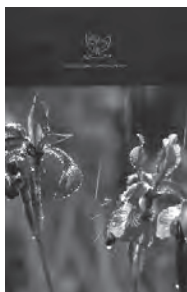
Careful planning and implementation are crucial to the success of this program. Begin by preparing a packet of materials to be given to all church members which includes the church's mission statement, challenges, goals, ministry action plans and the budget (all part of the church's master plan).



Carefully choose members who have been approved by the church board for a visitation task force. It is usually best for them to visit homes in teams of two. The goal is to visit each member within a given week (Sunday-Thursday) and receive the commitment cards on the following Sabbath.

**Personal Giving Plan**

The Personal Giving Plan has been introduced to the North American Division as a suggested systematic stewardship



plan. The following material has been prepared as a guideline to refresh the Personal Giving Plan concepts so new materials can be prepared for pastors and members.

The plan encourages each of us to renew our commitment to the principles of Christian stewardship. God invites us to respond to His church's needs with both our minds and our hearts.  
(NAD Stewardship Department)

Complete Kit *Catalog #311200*  
Booklet *Catalog #311220*  
DVD *Catalog #311380*  
Quantity discounts are available  
Available from *AdventSource*  
at [www.adventsource.org](http://www.adventsource.org)  
or 800-328-0525

One aim of personal visits is to increase the percentage of members who are actively supporting the church's ministries and its budget. Please note, however, that it is not the responsibility to the visitations team to tell members how much to give. **The objective is not a dollar amount, but 100 percent member participation.** How much a person gives is between that individual and God. The responsibility of the church is to provide adequate information so the member can make an intelligent decision.

The visiting team may point out what income the church needs on a monthly basis to reach its goals, but should never ask for a pledge of a specific amount. A commitment card is left with the member to be used as a means of response (to be completed and brought to church on Commitment Sabbath). The team does NOT request the card during their visit.

The visiting team should invite individuals and family units to consider God's will prayerfully and dedicate a share of their time and skills, as well as their income, to the Lord, not to any person. The team then concludes with prayer and leaves the home promptly so the visit is closed on a spiritual note.

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**A well-conducted personal presentation to every member in his or her home is the best possible means for church budget promotion and support.**

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Normally, church officers and visiting team members make their individual commitments before launching the Every-Member Response program.

## Types of Givers

Levels of giving among your members can be improved by identifying and reaching out to these different types of “giving groups”:

1. **The Non-Giver:** Sadly, in many churches today there is a surprising percentage of members who give virtually nothing to support the mission of their churches. These members enjoy the benefits and privileges of fellowship, but apparently feel little sense of responsibility. Many have been taken captive by a materialistic philosophy of life. Others have lost sight of the mission of their church, or have lost confidence in the way the church handles money. Some members simply have had little or no education in Christian stewardship principles or in managing their personal finances.
2. **The Occasional Giver:** Often these members are irregular in attendance – perhaps attending once a month, or as little as three or four times a year. Their giving is usually confined to token amounts.
3. **The Selective Giver:** A growing group of members are “selective givers.” They support only the projects that appeal to them. They must be interested in a special project or activity before making a commitment.
4. **The Impulsive Giver:** The members of this group are reasonably consistent in their attendance, but their giving is sporadic. They are inspired to give from time to time – sometimes quite generously. But their excitement is not lasting.
5. **The Committed Giver:** Approximately 25 percent of the membership of most churches are committed givers. These members are active in their service and in their attendance, and are committed to giving regularly to support the mission of the church. An increasing number of these members are also committed to growth in giving.

As you prayerfully look at your church membership, ask yourself: What can we do to reach these different giving groups? How can we help them to a deeper commitment to Christ and the mission of the church? Then gear your stewardship education programs accordingly.

## Ways to Improve Giving

Promptly visit all new members in their homes. Welcome them to your church family and offer to answer any questions they have regarding the use of

funds given to the church. Share how God has blessed you personally for your financial faithfulness.

Distribute envelopes to the children and youth in their Sabbath school classes. Explain how to fill them out and talk about the importance of giving tithes and offerings.

Arrange for members to give short (3-4 minute) personal testimonies on Sabbath mornings. They should be well prepared and have a positive message about how they started giving, how God has blessed them, and how they plan to grow as givers.

Study church management practices regarding tithes and offering funds from counting and depositing to receipting and reporting. If needed, recommend methods to improve efficiency, accountability, and member privacy.

Maintain up-to-date records of giving. Report progress regularly, using the church bulletin, newsletter, visitation, special posters or bulletin board announcements, and oral presentations.

Schedule an annual audit of church finances and share pertinent information with your members. Keeping them informed will help to build their confidence in church leadership.

Present a series of seminars on the relationship of stewardship to end-time events.

Evaluate at the end of each year the progress and effectiveness of church objectives, plans, and budgets. Recommend necessary changes.

## Managing Money God's Way

Adventist Christians believe that God has given to mankind only conditional ownership. We accept God as the Creator and therefore true Owner of the world and everything in it. A vital principle in Christian money management is that money and material possessions must be used according to the wishes and directions of the Owner.

## Online Giving

When you add Adventist Giving to your church's website, you give people a flexible way to share their tithes and offerings. Adventist Giving allows people to give no matter where they are on Sabbath, and makes it easy for people who pay all of their bills online to include giving in their monthly budget. Adventist Giving is a free service provided by the North American Division.

For more information or to sign up your church visit [www.adventistgiving.org](http://www.adventistgiving.org).

## Counsels on Stewardship

A compilation of Ellen White's teaching on tithes, offerings, and principles of personal, family, and church finance. The Christian's relationship to money and property is also presented.



By Ellen G. White  
(Review & Herald)  
*Catalog #318230*

Quantity discounts are available  
Available from *AdventSource*  
at [www.adventsource.org](http://www.adventsource.org)  
or 800-328-0525

“We should never forget that we are placed on trial in this world, to determine our fitness for the future life. None can enter heaven whose characters are defiled by the foul blot of selfishness. Therefore, God tests us here, by committing to us temporal possessions, that our use of these may show whether we can be trusted with eternal riches” (*Counsels on Stewardship*, p. 22).

Since our management of money and possessions is a test of eternal consequences, every Christian needs to know and explicitly follow God’s management principles.

1. **Acquiring Money.** “By the sweat of your brow will you eat your food...” (Genesis 3:19 NIV). After Adam and Eve left the Garden of Eden humanity was to earn a living by labor. Consider this enlightening statement from *The Great Controversy*: “Nothing is so demoralizing or intoxicating, particularly to the young, as the acquisition of money or property without labor” (p. 387). We must consciously replace the popular ideas of society (which promote getting as wealthy as possible as fast as possible by any means possible) with a value system that cherishes the dignity of honest work.

2. **Returning Tithe.** Contrary to common belief, the tithing principle was not ordained by God for the support of ministers. That is the use to which tithe money is allocated. The **reason** for tithing is to show allegiance to God as the Creator and Owner of everything. This is first found in the Garden of Eden through the restriction placed on the tree of knowledge of good and evil. This tree was a constant reminder of God’s ownership of all things. By taking for themselves that which God had forbidden, Adam and Eve violated the owner/steward principle. (See *Testimonies*, vol. 6, p. 386.)

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**Tithing is a constant recognition of God’s ownership.**

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“‘Bring the whole tithe into the storehouse, that there may be food in my house. Test me in this,’ says the Lord Almighty, ‘and see if I will not throw open the floodgates of heaven and pour out so much blessing that you will not have room enough for it’” (Malachi 3:10 NIV). Before any portion of income is used we should acknowledge God’s ownership by setting apart that which God has specified as His. This is not a matter of showing gratitude or generosity, but of simple honesty. Those who consistently carry out this principle will find that through God’s blessing their nine-tenths is worth more than the entire sum without His blessing.

3. **Giving Offerings.** “Each of you must bring a gift in proportion to the way the Lord your God has blessed you” (Deut. 16:17 NIV). Offerings are an expression of love

and gratitude to God, given by a willing heart for the sustenance of God's worship and His work. Part of the beauty of God's plan is that it is in the power of all to do something for the cause of God. Those who regularly give offerings will come to recognize the value of sacrificing for the benefit of others.

**The Seventh-day Adventist church divides offerings into four areas:**

- Local church operations (50 percent)
- Conference development (20 percent)
- World missions (20 percent)
- Special projects (10 percent)

Members are asked to distribute offerings on a regular basis to these four specific areas of need. These four offering areas should be indicated on all tithe and offering envelopes (see General Conference Working Policy, Sec. T 05).

4. **Saving.** Christians should develop a habit of saving a portion of their income. This is essential to good money management because it will provide not only for anticipated needs but also for emergencies.

There is a difference, however, between saving and hoarding. God will bless those who discipline themselves to practice reasonable habits of saving. On the other hand, money hoarded is like buried treasure – it has no usefulness.

5. **Avoiding Debt.** Perhaps the biggest blessing of learning to save is that it can help people avoid the financial nightmare of becoming trapped in mountains of debt. There are times when a person must of necessity enter into debt, such as with the purchase of a home. However, debt should never be taken on without a realistic plan for repayment.

Most debts threatening family security today result from two related causes: the failure to make and live within a budget and the inability to distinguish between needs and wants. Many people have not educated themselves to keep their expenditures within the limit of their incomes. They become caught in a vicious cycle of living on credit from one month to the next.

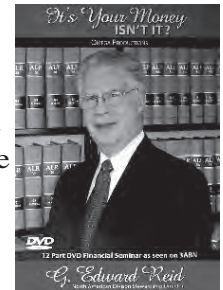
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**God's only plan for the support of His church is through people who faithfully return the whole tithe and give loving, voluntary offerings.**

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***It's Your Money! Isn't It?*  
DVD Set**

G. Edward Reid brings an end-time urgency to the way we handle money in this DVD seminar conducted by the author himself. *It's Your Money! Isn't It?* is a selection of four DVDs designed with ease of use in mind. Each disk contains three presentations.



By G. Edward Reid  
(Review and Herald)  
Catalog #310113  
Available from AdventSource  
at [www.adventsource.org](http://www.adventsource.org)  
or 800-328-0525

We must remember that in Matthew 6:31-33 Jesus did not obligate His Father to provide for our wants – only our needs. Stewardship education can help Christian money managers in developing the maturity to discern the difference between true needs and wants (see Resource section).

6. **Investing.** Those who have honestly acquired material wealth may, through wise planning, invest their means in such a way that by their generosity the work of God will be strengthened. Through keeping strictly to right principles, the Christian steward who is faithful will finally hear the words: Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many. Come and share your master's happiness! (Matthew 25:23)

## Resources

The following resources are recommended for your ministry.  
Available from AdventSource at 800-328-0525 or [www.adventsource.org](http://www.adventsource.org)

### ***ABC's of Financial Freedom***

by Gordon Botting. (Sponsored by the Pacific Union Conference, this series also contains leader's and participant's guides and videos) *Catalog #315510*

### ***Church Finances for People Who Count***

by Mack Tennyson. (GC Ministerial Association) *Catalog #311000*

### ***Counsels on Stewardship***

by Ellen G. White. (Review & Herald) *Catalog #318230*

### ***It's Your Money! (Isn't It?)***

by G. Edward Reid. (Review & Herald) *Catalog #310113*

### ***The Missing Connection***

by Ben Maxson. (GC Stewardship Department) *Catalog #318935*

### ***Personal Giving Plan***

(NAD Stewardship Department)

**Complete Kit** *Catalog #311200*

**Booklet** *Catalog #311220*

**DVD** *Catalog #311380*

Quantity discounts are available

### **Stewardship Brochures**

by Herald Lee and Thurman Petty. (AdventSource)

***What is Tithing?*** *Catalog #315000*

***What is Equal Sacrifice?*** *Catalog #315003*

***What is the Conference Advance Offering?*** *Catalog #315008*

***What Benefits do Tithes Bring to the Local Church?*** *Catalog #315011*

***What is a Steward?*** *Catalog #315010*

***What is the Church Budget?*** *Catalog #315006*

***What is Stewardship?*** *Catalog #315004*

***Why Should We Tithe?*** *Catalog #315005*

***What are Offerings?*** Catalog #315001

***Why Should We Give Offerings?*** Catalog #315002

***What is a Personal Giving Plan?*** Catalog #315009

***What is the Birthday/Thank Offering?*** Catalog #315007

Quantity discounts are available

***Understanding the Spirituality of True Stewardship***

by Christopher Sealey. (AdventSource) Catalog #318930

Detailed handbooks and informative leaflets have been prepared on every aspect of stewardship education. For a complete listing visit AdventSource online at [www.adventsource.org](http://www.adventsource.org). You can also request a catalog of stewardship resources by calling 1-800-328-0525.

Available from the Adventist Book Center at 800-765-6955 or [www.adventistbookcenter.com](http://www.adventistbookcenter.com)

***Taking Charge of Your Money***

by Henry Edward Felder. (Review & Herald)

Available from your local Christian book store

***Behind the Stained Glass Windows***

by John and Sylvia Ronsvalle, 1996.

***God's Plan for Managing Your Money***

by Paul S. Damazo, 1999. Series includes three videos and workbook.



# Stewardship Ministry Description

## Introduction

Often thought of as involving only the raising of money, the true ministry of stewardship is helping believers become disciples of Christ in the use of all the resources God has provided. This includes the management of one's body, material possessions, abilities and time.

Jesus spent much time discussing the material aspects of life. He knew His hearers couldn't understand the great principles of His kingdom unless they had an understanding of their "steward" relationship with God. He told the gathering in His Sermon on the Mount that, "where your treasure is, there will your heart be also" (Matthew 6:21).

God asks the church to be a fellowship of individuals sharing a common purpose and caring for one another as they grow in faith. The New Testament speaks of the church as the "body" of Christ (Ephesians 1:22).

Christ calls us into His body for the purpose of establishing a saving relationship with Him and the community of believers. As Ellen White comments, "Every believer should be wholehearted in his attachment to the church. Its prosperity should be his first interest, and unless he feels under sacred obligation to make his connection with the church a benefit to it in preference to himself, it can do far better without him. It is in the power of all to do something for the cause of God" (Counsels on Stewardship, page 42).

The church is meant to be a learning experience for each member. The members are to "stir up one another to love and good works" and "forsake not the assembling of ourselves together, but encourage one another" in Christian growth (Hebrews 10:24-25). This is one way in which church members care for and minister to each other.

A local church stewardship secretary or finance committee chairperson, like any other church officer, is a minister. Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry.

God supplies each person in the church with the resources for ministry – scripture, spiritual power, God's character, and spiritual gifts.

The recognition of God's ownership leads to financial faithfulness. This faithfulness is manifested in returning an honest tithe and thank offerings to God for His abundant provision and His sustaining power.

## Duties of the Local Church Stewardship Leader

The ministry to which a person is called when he or she becomes the stewardship leader of a congregation, whether the title is finance committee chairperson or stewardship secretary, can best be described in the following ways:

- 1. Education.** The systematic sharing of stewardship principles with church members is the most important phase of the stewardship leader's responsibilities. This involves the planning and implementation of a stewardship education program, assisting the pastor on World Stewardship Day in December, planning and/or conducting stewardship classes, tithing education during worship, and teaching stewardship concepts during Sabbath School, in new member classes, midweek meetings and on other occasions.
- 2. Planning and budgeting.** As a member of the church board the stewardship leader should be knowledgeable concerning the overall plans of the church, and assist in helping to develop funding resources to achieve the local church growth strategy. He or she should also take a key role in the planning and budgeting process, either as general coordinator or an active participant. It is vital that church plans and the church budget be one connected whole, not two separate activities.
- 3. Finance committee meetings.** Although it is best in smaller congregations for the stewardship leader to chair this committee, it is essential that he or she be an active member.
- 4. Visitation.** The stewardship leader is usually the coordinator of any visitation committees organized in conjunction with stewardship education. This includes sitting with the pastor and church board to set up the schedule of visits, determine who the visitors will be and the purpose of their visits. It also involves the actual follow through, overseeing preparations for visitor training and orientation, creation of name cards, obtaining materials, and communicating with all involved.
- 5. Conference representatives.** The stewardship leader represents the local conference in the development program of the sisterhood of churches, as well as any offerings that involve a wider sphere than that of the local church. The congregation will look to you for information, answers to questions and honest reporting on the results of their giving to the world mission of the Adventist Church.

## Quick Start Guide for Stewardship

This Quick Start Guide for Stewardship is full of important information to help you start or revitalize a ministry at your local church. This guide contains a job description, instructions for getting started, tips for maintaining a successful ministry, troubleshooting suggestions, recommended resources, and more. Whether you're new to this ministry or a seasoned volunteer, this Quick Start Guide will inspire you with lots of great ideas you can immediately put to use in your local church.

Other Ministry titles in the Quick Start Guide Series

- Sabbath School Investment
- Church Board Member
- Deacon & Deaconess
- Greeters Ministry
- Church Communication Director
- Prayer Ministries Coordinator
- Web Ministry

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