

# Fall Stewardship Checklist

## PASTOR

- Review the 1-5-5 Health Check Provided through the Mission Support Conversation process
- Evaluate understanding of synodical and ELCA mission work in the congregation
- Interpret and promote the mission and ministry of the ELCA in all of its expressions, congregational, synodical, Churchwide.
- Share the Bishop's challenge goal and resources with Congregation Council, Stewardship leaders, and Finance Committee.
- Preach and teach about Biblical stewardship
- Complete a personal written financial pledge (even if it is not part of your congregation's tradition) and submit it to the Stewardship Chairperson.
- Complete and return the 2007 Statement of Intent
- Complete and return the annual Parochial Report

## CONGREGATION COUNCIL

- Model "first fruits/percentage giving" in the crafting and remittance of congregational financial responses.
- Lead the congregation in the annual financial stewardship appeal and in the wise and faithful management of congregational resources.
- Advocate for the New Jersey Synod and Churchwide mission and ministry.
- Publicize and interpret the proposed spending plan.
- Present the proposed budget for discussion at a special congregational meeting. If the proposed budget is used in your annual stewardship program, be certain to include a "program" budget.
- Cultivate a climate of generosity in the congregation.
- Provide for an annual audit
- Prepare for participation in the Mission on the Move Campaign

## STEWARDSHIP COMMITTEE

- Plan year-round program of interpretation and promotion of ELCA Mission: congregational, synodical, Churchwide, global.
- Use the 10-10-80 model for stewardship education and congregational financial planning.
- Assure that your year-round stewardship efforts include: stewardship education, mission interpretation, and invitations to sharing.
- Mail a personal giving statement with an accompanying mission interpretation letter to each member of the congregation on a quarterly basis.
- Choose and conduct an annual financial stewardship program for this year.
- Schedule a mission education event: mission speaker, mission fair or other mission event.
- Evaluate and interpret endowment policies and planned giving opportunities.

## FINANCE COMMITTEE

- Hold a congregational workshop to review the mission understanding or mission statement of your congregation. Develop possible priorities for your congregation that comes from the statement. List possible mission and program priorities for the coming fiscal year.
- Review how mission support relates to your congregation's total mission giving.
- Discus bringing your mission support contributions into line with the 10-10-80 challenge if it is not there already.
- Prepare both a line item and program budget for the congregation.
- Review plans for incorporating the Bishop's challenge goal into the annual spending plan.

