

# Approved Addition to WBF Policy Manual Re: Stewardship Team

11-14-10 by Elder-Staff Council

## Stewardship Team

**General Overview:** While Scripture indicates that elders bear the ultimate responsibility for the watch care of the Church it does allow for delegation of responsibilities. Therefore, the Council of Elders has created a Stewardship Team to assist in the management of the physical resources of Waterbrook Bible Fellowship. This team will be appointed by and report to the Council of Elders.

The Stewardship Team shall create whatever internal organization it deems appropriate to carry out its responsibilities and to fulfill any requirements necessary for them to complete the duties assigned them by the Council of Elders. Authority for negotiating service contracts within the parameters of their assigned tasks will be granted by the Council of Elders as necessary.

**Number, Election, Terms of Office:** The Stewardship Team shall consist of a core leadership team of at least three (3) persons: the Chairperson of the Stewardship Team, corporate Treasurer from the Elders, and a member-at-large to serve as Vice-Chair. Each will serve a one year commitment.

The Chairperson shall be appointed by the Council of Elders by January 1<sup>st</sup> of the year of term and should meet the qualifications of Deacon/Deaconess from Scripture. The chairperson will select a vice-chair and a minimum of five additional team members and submit those persons for approval to the Council of Elders prior to, and for approval, at the Council's regular January meeting. Terms of commitment for Stewardship Team members is 1 year. Members of the Stewardship Team shall be active members of the Church. The approved Stewardship Team will be available for introduction to the membership at the Annual Meeting.

### **Specific List of Responsibilities:**

To assist the Council of Elders, the Teaching Pastor(s), and staff in responsibilities as designated by the elders.  
To assist staff with financial management and reporting, as well as budget preparation. A member of the core leadership from the Stewardship Team shall present a report to the Council of Elders at the council's regular monthly meeting.  
To perform maintenance and upkeep on existing buildings and grounds owned by the Church.  
Deal with insurance issues, including recommendations to the Council of Elders regarding renewals and contracts.  
Develop teams under the purview of the Stewardship Team to perform projects and tasks designated the responsibility of the Stewardship Team. These sub-teams do not have to meet Deacon/Deaconess qualifications and will be considered an appropriate field of service for young people, those new to Waterbrook, and others looking for a venue in which to serve.  
Regularly review church policies and present needed updates to the Council of Elders for review and approval.  
Participate in the strategic planning of the church based on their areas of responsibility.  
Make a monthly report to the Council of Elders regarding the Stewardship Team's assigned areas of responsibility.

### **Stewardship Team Leadership Positions and Responsibilities:**

**Chairperson** — The Chairperson sets goals and objectives for the Stewardship Team that assist and compliment the Council of Elder's vision and purpose statement and ministry goals. This person is responsible for assigning work and overseeing its completion on a timely basis.

The Chairperson presides over team meetings and is responsible for preparing meeting agendas and leading such meetings. This person will also regularly attend elder meetings when requested and keep the Council apprised as to the operational integrity of the Church.

**Vice-Chairperson** — The Vice-Chairperson will serve in the absence of the Chairperson and perform other duties delegated by the Chairperson.

**Treasurer** — The Treasurer presents monthly financial reports at team meetings and keeps the Committee informed regarding the general operating budget. This individual is also responsible for providing a monthly financial reporting to the Council of Elders.

**Secretary** — The Secretary takes minutes of team meetings and provides them to team members on a timely basis. The Secretary will be responsible for maintaining these minutes in an orderly manner and retrieving such information when needed.