

Document name	Title
Category	Stewardship Committee Charter
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Adopted/approved by	Stewardship Committee
Date adopted/approved	August 13, 2018
Custodian (entity responsible for maintenance and upkeep)	Chair

Establishment and Authority

The Stewardship Committee was established by the St. Anne's Parish Council and reports to such committee.

Purpose/Responsibilities

Spread the love of the living presence of God by strengthening parishioner's relationships with Christ and the Church through their gifts of time, talent, and treasure.

Committee Composition and Governance

1. Membership

- a. The Stewardship Committee shall be composed of 8-12 volunteer members.
- b. Members shall serve minimum terms of two years.
- c. New members will be recruited each year and terms adjusted so that the committee maintains its membership.

2. Leadership

- a. The Stewardship Committee shall appoint one of the members to serve as chair, vice chair, and a secretary.
 - ✓ The Stewardship committee chair shall manage the committee and its meetings.
 - ✓ The vice chair shall perform the duties of the chair in the chair's absence or in the event of a vacancy in the office of chair.
 - ✓ The secretary shall prepare minutes of Stewardship Committee meetings.

3. Meetings

- a. The chair shall determine the time of its meetings, provided that it meets at least one time per month.
- b. Action taken by the chair shall require a majority vote of those members present.
- c. The chair (or designee) shall provide e-mail notice of the time and place of all meetings to each member of the Stewardship Committee no later than three days prior to each meeting. An agenda of the items for which action may be taken shall be attached to the e-mail notice.

Reporting

The Stewardship Committee Chair or appointed committee member shall report to the Parish Council on the activities and any recommendations of the Committee.

Review and Changes to the Charter

The Stewardship Committee shall review this charter on an annual basis.