

**Stewards
TERMS OF REFERENCE**

Purpose

To be responsible for the management of the temporal and financial affairs of Rideau Park United Church

Structural Accountability

1. Members of the Committee of Stewards are elected at the Annual Congregational Meeting.
2. The Committee of Stewards is accountable to Council and to the Congregation.

Responsibilities

The Committee of Stewards:

1. Collaborates with the Stewardship Committee to assist in securing financial contributions for the maintenance and work of the church;
2. Disburses the money received for these purposes. In the planning and the making of these disbursements, the Committee is governed by the requirements of the United Church *Manual*;
3. Oversees the management of the temporal and financial condition of the church;
4. Reports on the financial status of the church at meetings of the Council; and
5. Presents the budget to the Council and the Annual Congregational Meeting.

The specific areas of responsibility of the Committee are, but are not limited to:

1. Finance – The Committee, through the Treasurer, in collaboration with the Administrator, is responsible for:
 - (a) Preparing an annual budget and presenting it to the Annual Congregational Meeting;
 - (b) Maintaining the financial records of the church;
 - (c) Presenting reports on the financial status of the General Fund to each meeting of the Committee of Stewards and the Council;
 - (d) Preparing an annual financial report for the General and Restricted Funds of the church;
2. Offering – The Committee is responsible for:
 - (a) Establishing the procedures for counting and depositing the offering after Sunday and other worship services;
 - (b) Ensuring that people are available to count on these occasions.
3. Property – The Committee is responsible for:
 - (a) Working with the sexton to ensure the maintenance of the church property;
 - (b) Overseeing the mechanical and electrical systems, heating and ventilation, interior and exterior maintenance, supplies, improvements and security;
 - (c) Reviewing from time to time the fee schedule for the use of church facilities
4. Church security – The Committee is responsible for:
 - (a) Establishing the procedures for the security of the church facilities; and
 - (b) Ensuring there are trained duty officers on duty in the evenings, as required.

Membership

1. The Committee of Stewards includes about 15 members elected at the Annual Congregational Meeting.
2. The Chair and the Treasurer are elected by the Annual Congregational Meeting.
3. The UCW and Stewardship Committee each have a representative on the Committee.
4. The Administrator attends the meetings as an *ex officio* member.
5. The term of office for members is usually three years, with one third of the committee retiring each year and being replaced with new members.

Frequency and Quorum

The Committee normally meets once a month from September to June. A quorum for Committee decisions is eight voting members of the Committee.

Date of Completion of Form: January 2008

Date of Form: April 2004