



MARONITE MISSION OF CHARLOTTE

P.O.BOX 49021 • Charlotte, NC 28277 • Email: abouna@mmocnc.org

Role of Stewardship Committee

1. Assist the Pastor in developing a long-term parish capital improvement, implementation and funding sources plan to fulfill long-term Pastoral plan.
2. Serve as a resource to advise the Pastor on significant expenditures before making a purchase or lease commitment.
3. Solicit volunteers and collaborate in all Capital Campaign, fund-raising projects and activities.
4. Design, implement, and maintain a stewardship program comprising regular weekly offerings, on-line giving, major gifts and bequests;
5. Monitor parish contribution trends;
6. Review the annual parish, significant fund raising programs and consolidated capital and operating budgets; make recommendations to the Pastor for changes as appropriate; indicate their approval of the budget.
7. Review financial statements, including annual reports, to help determine that eparchial policies regarding fiscal and accounting procedures are being followed.
8. Receive and review income and expense reports for the parish and at least quarterly, comparing current year results with the current year budget and prior year results. All significant variances should be explained. Particular attention should be given to expenditures not included in the capital or operating budget.
9. Review the annual financial report to the Eparchy prior to submission to help determine accuracy and completeness; if the members deem appropriate, sign the annual financial report.
10. Assist in preparing/presenting/communicating an annual financial report to all parishioners concerning the parish's financial status. Specific information should be included on parish operations, and other parish organizations/fund raising groups/projects as needed, in addition to consolidated results.
11. Monitor payments of all taxes, loans and eparchial assessments to determine that all payments are accurate and paid on a timely basis.

Meeting Frequency

Quarterly

Membership Criteria

The Chair is appointed for a two-year term of office. The members of the committee are limited to five members: The pastor, the chair and 3 other members appointed or elected and they serve for a term of two years. All members may elect to serve one additional year if they accept the request of the pastor.

A quorum will consist of 50% or greater and as agreed by the pastor.