

SPIRIT OF CHRIST CATHOLIC COMMUNITY  
STEWARDSHIP COMMITTEE BY-LAWS

**Parish Mission Statement:**

We, the diverse members of this vibrant Catholic community, commit ourselves to loving and serving one another in the unifying and healing Spirit of Jesus. We value and celebrate the breaking of the bread as the source and summit of our Christian lives. We strive to reach out in our brokenness to all of our brothers and sisters as we together struggle for a more just and equitable society.

**Stewardship Statement:**

We, the family of Spirit of Christ Catholic Community, believe stewardship is our grateful and obedient response to God's redeeming love. We recognize that all creation is placed in our trust by God. We acknowledge that our ability to respond faithfully to God's love is empowered by the Holy Spirit. Stewardship requires responsible return to God from our resources of time, talent and treasure. We further acknowledge that we are called to live out this response individually and in community.

Stewardship Policy:

1. The parish tithe of treasure consists of 15% of the offertory. The Funding Committee is responsible for allocation of the tithe.
2. No second collections will be taken at any liturgy for Spirit of Christ Catholic Community. The Archbishop's Annual Campaign, the Archdiocesan World Mission Appeal and the Seminary Appeal are the only exceptions. The list of 2<sup>nd</sup> Collections from the Archdiocese of Denver is given to the Funding Committee to allocate from the 14% tithe. These 2<sup>nd</sup> Collections will be disbursed in line with the months the Archdiocese has requested. As tragedies such as the Katrina hurricane occur, we will make the exception and the people can contribute through their parish.
3. There will exist, on an on-going basis, methods of educating the community regarding stewardship. **The Stewardship Committee is accountable for directing this implementation.**
4. All financial resources of Spirit of Christ Catholic Community will be allocated through the annual budget. The Finance Council is charged with the review and approval of the annual budget.
  - a. The general offertory is the first priority.
  - b. Any fee charged by a ministry is to cover costs incurred only.
  - c. If the revenues exceed expenses, the funds will be allocated to the general fund.

There are some organizations that are budgeted annually from the 15% that offer hands-on opportunities for parishioners to support a cause by:

- a. Buying Fair Trade Coffee (supporting the grower not the middle man) in Third World countries.  
**This is not a fund raiser. We make no money from the sale. The money is sent to the Fair Trade Growers to provide a living wage for the field workers. We need to discuss this item.**
  - b. Collecting items for the homeless and the families in transition from homelessness to self-sufficiency.
  - c. Collecting items for the migrants twice a year.
  - d. Collecting food weekly for the Arvada Community food Bank
  - e. The Business Administrator will accept specific donations of services, objects or monies on approval. The Business Administrator is responsible to report to the Finance Council, the Stewardship Committee and the Pastoral Leadership Council.
5. The Pastor is responsible for reporting to the parish on an annual basis the volunteer, ministry and financial status of the parish. The Pastor is accountable to the Stewardship Committee and the Pastoral Leadership Council for this implementation.
  6. The Stewardship Committee will make available opportunities for stewarding outside of Spirit of Christ Catholic community, which cannot be accommodated by the annual budget.

We ask that each household consider this list as an additional method of giving:

- i. Reverse Collection
  - ii. Drive for Growing Home
  - iii. Annual Migrant Workers Drive
  - iv. Monthly support for the Arvada Food Bank
  - v. Various other drives as approved by the Stewardship Committee
7. All appeals for written or verbal publicity for outside needs are to be submitted to the Bulletin Editor for discernment and action. However, no sales for outside activities will be permitted on the premises without the approval of the Stewardship Committee and the Pastoral Leadership Council.

#### Article I: Name

Section 1: The name of the committee shall be the Spirit of Christ Catholic Community Stewardship Committee and shall hereafter be referred to as the committee.

## Article II: Duties

Section 1: The committee will develop a structure for Spirit of Christ Catholic Community to evangelize parishioners towards a keener awareness of how God calls us all into discipleship through the practice of stewardship.

Section 2: (At the beginning) the committee as a whole will oversee the annual plan for stewardship education and will work in collaboration with the Pastor, the Pastoral Staff and the ministries to implement the plan.

## Article III: Membership and Officers

Section 1: The committee is open to any Spirit of Christ Catholic Community member who is interested in fostering an atmosphere of stewardship in the parish.

Section 2: Members will be recruited for the committee by invitation by current committee members and the pastor.

Section 3: The staff liaison for the committee shall serve as scribe for the committee. The staff liaison will be appointed by the pastor.

## Article IV: Transition Procedures

Section 1: Members will serve a three year commitment.

Section 2: The term of membership will run July 1 to June 30.

Section 3: At the founding meeting, members will use a lottery to determine each member's initial term of office.

Section 4: Members may be invited back to the committee after a year's absence.

## Article V: Meetings

Section 1: The committee shall hold meetings as needed and will be decided by those in attendance at the meeting.

Section 2: Agenda items will be decided upon by committee. All committee members may suggest items to be added to upcoming meeting agendas. The scribe will be responsible for the creation of the agenda and responsible to the committee to serve as the communication link for the committee.

Section 3: The minutes of the previous meeting and the agenda will be distributed before the next scheduled meeting.

## Article VI: Duties of the Members

Section 1: The duties of the members shall be to:

- a. Encourage and support fellow members in living the mission statement.
- b. Work on developing a spirit of stewardship for the whole parish.
- c. Attend and participate in all regular meetings.
- d. Be familiar with all materials that are presented for consideration prior to the meeting.
- e. Be willing to talk with other committees and the parish at large about stewardship

Section 2: The duties of the pastor shall be to:

- a. Suggest individuals to the committee for membership on the committee.
- b. Provide guidance and ideas for developing a plan for stewardship.
- c. Suggest subcommittees to meet a particular need in the parish.
- d. Invite parish members to join subcommittees.

Section 3: Duties of the scribe shall be to:

- a. Maintain records of each regular meeting; take roll and furnish members with copies of minutes of the previous meeting.
- b. Provide members with an updated list of member's contact information.
- c. Regularly submit a bulletin announcement on the work of the committee.

## Article VII: Changes to this document

Section 1: The members shall review these bylaws annually as the first item for discussion in the new fiscal year.

Section 2: After the bylaws are amended, the members and sign them into effect for the following year of operation.

## Article VIII: Promulgated

Section 1: These bylaws were agreed upon for 2007-2008 at the January 2008 Stewardship Meeting.