

Christ the King Church
Haddonfield, NJ

DIRECTOR OF STEWARDSHIP

Division: Pastoral Staff

Supervisor: Pastor

FLSA Status: Exempt

Supervises: Evangelization Coordinator, Communications Assistant

Summary

The Director of Stewardship is responsible for the parish's culture of stewardship, supporting parish ministries and serving as the lead staff member for financial campaigns, charitable outreach, communications, public-facing technology, results-based management, and special projects as assigned.

Key Responsibilities

Ministry Support

Liaison to ministry coordinators, except for liturgy & music and religious education ministries

- Helps these coordinators book space and obtain reimbursements
- Ensures these ministries comply with parish policies
- Presents their date requests at the annual calendar planning meeting
- Serves as a consultant for these ministries
- Advocates for these ministries at pastoral staff meetings

Financial Campaigns

- Offertory, including electronic giving
- South Jersey Catholic Ministries Appeal
- Giving Tuesday
- Capital campaigns

Charitable Outreach

- Local mission (with the Sisters of St. Joseph Neighborhood Center in Camden)
- Foreign mission (with Mustard Seed Communities in the Dominican Republic)

Communications

- Branding
- Website
- E-newsletters
- Facebook page
- Public ads

Public-facing Technology

- Serves as parish contact for presentation technology in Morgan Hall

Results-based Management

- Tracks events' expenditure of time and money
- Collects objective and subjective data about parish events, e.g. attendance, feedback
- Prepares reports for each event and shares them with staff, pastoral council, and the event organizer(s)

Special Projects

- Lead staff member for relevant special projects when assigned by the pastor
- Lead staff member for staff lunches & celebrations

Other duties as assigned.

Normal Hours

- The director will be asked to set a regular office schedule including four weekdays
- Each week, the balance of hours may be used to rotate through Sunday Masses and attend/assist with relevant weekend events