

Stewardship Coordinator

St. Thomas More Church – Munster, IN

Rooted in the belief that all we are and all we have is a gift from God, the part time Stewardship Coordinator plays a vital role in cultivating a parish culture where stewardship is embraced as a way of life. This role provides vision, leadership, and coordination for a comprehensive stewardship initiative focused on formation, education, and engagement—encouraging parishioners to share their time, talent, and treasure in response to God's generosity.

Key Responsibilities

Commission Leadership

- Serve as the primary staff liaison to the Stewardship Commission.
- Collaborate with the Commission to create and implement an annual parish stewardship plan which has the following key components:
 - Education and formation efforts, including lay witness opportunities.
 - Annual Renewal Process inviting parishioners to commit their time, talent, and treasure.
 - Coordination with the Director of Discipleship to engage new parishioners meaningfully.

Formation & Training

- Support and orient new Stewardship Commission members.
- Provide ongoing stewardship formation for parish staff and leadership bodies (Pastoral Council, Finance Council, commissions, and ministry leaders).

Giving

- Assist with the annual Diocesan Catholic Services Appeal (CSA).
- Develop and promote a parish planned giving program.
- Encourage practices of tithing and recurring contributions, with a focus on digital giving through Vanco/Ministry Platform.

Witness & Promotion

- Recruit and prepare individuals for lay witness talks and similar stewardship opportunities.
- Create and contribute content for parish communications (bulletin, newsletters, social media, website, etc.).

Parishioner Engagement

- Help parishioners identify and discern their gifts and connect them with meaningful opportunities for involvement.
- Assist with stewardship-focused events such as ministry fairs, new parishioner welcomes, and volunteer appreciation gatherings.

Resource & Trend Awareness

- Stay informed on best practices and emerging trends in parish stewardship and share applicable insights with staff and leadership.
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Qualifications

Education & Experience

- Practicing Catholic with a deep understanding of and commitment to the teachings and mission of the Church.
- Bachelor's degree in Pastoral Studies, Theology, Evangelization, or a related field preferred.
- Minimum of 2 years of experience in ministry, stewardship, or nonprofit leadership.
- Proficiency in Microsoft Office Suite.
- Familiarity with digital tools such as Canva, Adobe Creative Suite, social media, and email marketing platforms is a plus.
- Demonstrated ability to learn and adapt to new technology platforms, including Ministry Platform and Vanco.

Skills & Attributes

- Strong leadership, interpersonal, and communication skills.
 - Strategic thinker with attention to detail and strong project management abilities.
 - Collaborative, adaptable, and mission-driven.
 - Ability to build relationships across generations and diverse communities.
 - Maintains high standards of integrity, professionalism, and confidentiality.
 - Capable of managing multiple priorities in a dynamic ministry environment.
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Additional Requirements

- Flexibility to work evenings and weekends as ministry needs require.
 - Ability to lift up to 25 pounds and perform light physical duties (reasonable accommodations available).
 - Ability to sit and work at a computer for extended periods.
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If you have a passion for stewardship and a desire to help others grow in faith and community, we encourage you to consider joining our team and making a lasting impact on our parish's spiritual life.

Please email your resume with subject "Stewardship Coordinator" to : nbickel@stm-church.com