

# The Training Pack for Church Stewards

# Why are we here?

## **AIM**

- To identify the skills and experience church stewards bring to the job

## **OBJECTIVES**

By the end of this session we will have:

- identified why you became church stewards
- considered the skills and experience you bring
- examined, if you are not yet church stewards, why you are interested

# Questions

1. How did you become a church steward?
2. How long have you been a church steward?
3. Why did you accept?
4. If you are not yet a steward, what made you consider the role?
5. Identify the skills needed to be a church steward.

# The role of Church Stewards

## *Specific Duties*

### **AIM**

- To identify and discuss the specific tasks of church stewards

### **OBJECTIVES**

By the end of this session we should:

- have identified the tasks of a steward as you have experienced them
- be familiar with the Standing Orders covering the tasks of church stewards
- have had an opportunity to interpret these tasks for your local church

# Questions

- What are the main duties of a church steward?
- Do they vary in different churches?
- If so, in what ways?

# Duties of the Church Steward

- Services on circuit Plan
- Duties with preacher
- Ensure services are held
- Announcements
- Collections
- Arrangements for baptisms
- Serve on each committee

# Questions

1. Are there any duties mentioned in CPD that were not on your list?
2. Which duties are new or surprising to you?
3. Are they all needed in your local church?
4. Which duties do you find most difficult or worrying?

# The role of Church Stewards

## *General Responsibilities*

### **AIM**

- To explore the leadership role of the church steward

### **OBJECTIVES**

By the end of this session we should:

- be familiar with the general responsibilities of a church steward as outlined in CPD
- have considered some of the challenging aspects of exercising leadership

# The Church Steward

## *General Responsibilities*

With the minister, responsible for:

- leadership and help
- holding the church together in unity
- upholding and acting on Church Council policies and decisions
- drawing others into leadership

# Growing in the Job

## **AIM**

- To consolidate what we have explored so far
- To consider the spiritual growth we have experienced through being a church steward

## **OBJECTIVES**

By the end of this session we should have:

- looked at the role of the church steward as a whole
- considered the experience of being a steward and the way we grow through the experience
- identified growth points in our own lives

# Activities

Write a brief job description that could be given to someone in your church asked to consider becoming a church steward.

## **Identify**

- the tasks and responsibilities
- to whom the church steward is responsible
- how the group of stewards work together

Try to give as full a picture as possible but keep the description short and jargon free

In what ways has being a church steward helped you grow as a Christian?

# Communication

## AIM

- To help church stewards understand the importance of effective communication
- To demonstrate some communication methods

## OBJECTIVES

By the end of this session we will:

- be able to explain our role in communication
- understand the main communication methods
- identify when these are best used
- have confidence to use them

# Mission Statement

Your Mission Statement should include:

- whom the church exists to serve
- its community
- what it aims to do
- in what context
- its unique features

# Discussion Points

What is common to each statement?

What key messages have been identified?

Would members of the general public understand what is being said?

# Communication Methods

## Listening

- actively listening, probing
- situations might include face-to-face contact, the telephone, or within a group

## Speaking

- to an individual, a committee, or the congregation
- situations might include individual contact, use of the telephone, and speaking to groups

## Writing

- to an individual or a number of people
- a letter or report, church notice, newsletter

# Communication Methods

## **Silence**

- should allow others to say all they need to
- can be constructive

## **Showing**

- pictorial
- by example

# Evaluation

## **AIM**

To review and evaluate the training programme

## **OBJECTIVES**

By the end of this session we will:

- be able to reflect on the whole programme
- have agreed whether the objectives of the programme have been achieved
- have identified what was most useful to you
- have considered how far it met your needs
- be able to identify other training needs

# Evaluation

**What was most useful and enjoyable?**

**What needs changing?**

**How far did the programme meet your needs?**

**Anything else?**