

Honorary Stewardship Advisers – Diocese of Bath & Wells

The Diocese has a number of Honorary Stewardship Advisers to support work in giving and grant fundraising. We seek to recruit additional members of the team.

Our aim is to encourage church members individually and corporately to resource ministry and mission by stimulating and assisting the promotion of giving in the parishes and by advising on the use of resources.

Person Specification & Training

The most important requirement is that Honorary Stewardship Advisers should be personally committed to giving with a heart for generosity & stewardship and a personal understanding of giving as part of discipleship.

Presentation and communication skills are also important.

You will need to first listen to comments from people, as listening is an important aspect of helping people learn. You will need to be able to express yourself clearly and confidently within a group and to be diplomatic, empathetic, a clear thinker and discrete. Lightness of touch and a sense of humour would be helpful. Indeed, the role is impossible without the latter!

Training will be provided and a wide range of ideas and materials provided. There will be team meetings from time to time to provide an opportunity for mutual support, discussion and training. The Giving and Funding team have an open access practice. Just phone or email!

Accountability and Key Relationships

Honorary Stewardship Advisers will be accountable to the Giving and Funding Adviser for direction and guidance. They will also receive information and support from the PA to the Giving and Funding Adviser. They should keep the Giving and Funding Adviser informed of the work that they do with parishes and report any difficulties for advice.

Honorary Advisers will have contact with Clergy, Parish Officers and others in the parishes with which they work.

Outline Role Description

It is not expected that every Honorary Adviser will do every type of work with parishes. We will want to make use of Advisers' particular skills and strengths to do particular tasks where appropriate.

- Pray for the work that you do & the parishes you visit!
- Remember that giving is part of discipleship and should be to fund mission, not to 'balance the books'.

Typical tasks are likely to include:-

- 1 Talk with Clergy and Parish Officers to discuss the needs of their parish(es) with respect to giving and funding and establish how best they can help.
- 2 Look into brief background information about the parish(es), to get a broad overview of their financial position and their attitude to giving, Parish Share, etc. The Giving & Funding and Finance staff at the Diocesan Office can help.
- 3 Visit PCCs or Standing Committees to give a presentation on planned giving, tailored to the needs of the parish(es). Resources are available, which can be adapted for local needs.
- 4 Support and encourage parishes where necessary as they put together plans for an annual planned giving review (<https://www.bathandwells.org.uk/parish-support/christian-giving-and-funding/planned-giving/planned-giving-review-programmes/>) – by email/phone, or by inviting them to contact the Giving and Funding team.
- 5 Teach generous giving at Sunday services where required, which may involve giving a presentation to the congregation, speaking, enabling discussion, etc.
- 6 Be aware of and use where appropriate the further resources provided through the Giving for Life national programme (<https://www.bathandwells.org.uk/parish-support/christian-giving-and-funding/giving-for-life/>) and other national resources (<https://www.churchofengland.org/resources/building-generous-church/encouraging-generosity/embedding-generosity-our-churches>)
- 7 Encourage the parishes you visit to consider appointing a suitable person to encourage ongoing work on giving and generosity in their parish and maintain a link with the Giving and Funding team (a Planned Giving Promoter).
- 8 Encourage the use of Gift Aid and the Gift Aid Small Donations Scheme and regular giving by Standing Orders/envelopes.
- 9 Encourage ongoing promotion of Legacies.
- 10 Support parishes where required with Capital Appeal fundraising – using resources produced by the Giving and Funding team and database information about grant-making trusts – or refer them to the Giving and Funding Adviser for help.

All of the above are supported by the Giving and Funding team (the Giving and Funding Adviser also does these tasks himself). The role is all about additional capacity and not job replacement.

Further Information

- 1 We recognise that the amount of time each Honorary Adviser will feel able to give will vary greatly. Typically, each Adviser may be invited to work with up to 4 parishes per year. For each parish, it needs to be borne in mind that a planned giving review programme could involve several evening meetings. It may be useful to attend and possibly participate in Sunday worship. Depending on demand, some Advisers may feel able to help more parishes

but, equally, we do not want to discourage anyone who has a heart and a passion for this work who might only have time available to work with 2 parishes a year.

- 2 In order to minimise travelling, it is hoped that Honorary Advisers will operate primarily in or near their own deanery. You will be able to indicate whether or not you are prepared to go to other deaneries if a visit is required further afield.
- 3 Use of computer equipment is desirable rather than essential.
- 4 Honorary Advisers will be reimbursed expenses which have been authorised by the Giving and Funding Adviser. Travelling expenses will be reimbursed at the usual diocesan rate, which is in line with the HMRC tax free rate (currently 45p/mile). Claims for expenses should be submitted to the PA to the Giving and Funding Adviser using the appropriate form and supported by receipts where appropriate.
- 5 Honorary Advisers will be provided with necessary administrative support through the PA to the Giving and Funding Adviser.
- 6 Any information gathered by Honorary Advisers in the course of their work shall be treated as confidential to them and the Giving and Funding team.
- 7 The appointment is for an initial period of 3 years, with the option for the Honorary Advisers to serve for further periods of 3 years' duration if they wish to do so.

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