



Finance Committee:

Finance Committee's MISSION:

- † Manage the finance system in order to achieve the congregation's mission and vision.

(The finance system is the process of raising, managing and disbursing the congregation's money)

Core Values:

- † Honesty, Integrity and Transparency

Duties and responsibilities:

Finance Committee:

- † All financial requests to be included in the annual budget go through the finance committee.
- † Compile an annual budget to be approved by the church council
- † Develop and implement plans that will raise sufficient income to meet the budget.
- † Administer the funds received according to instruction from the church Council
- † Carry out the Church Council's directions in guiding the Treasurer and Financial Secretary
- † Designate two persons – not related or of the same household – to count the offering.
 - These two work under the supervision of the Financial Secretary
 - A record of all funds received shall be given to the financial secretary and Treasurer.
 - Financial Secretary shall keep records of the contributions and payments.
- † Establish written financial policies to document the internal controls of the church. Policies are reviewed annually and presented as a report to the Charge Conference.
- † The Church Treasurer shall disburse all money contributed to causes represented in the budget.
- † The Treasurer shall make regular and detailed reports on funds received and expended to the finance committee and the Church Council.
- † The Treasurer shall be adequately bonded.
- † Make provision for an annual audit.
- † Contributions designated for specific causes and objects shall be promptly forwarded according to the intent of the donor and shall not be used for any other purpose.
- † Prepare an annual report to the Church Council of all designated funds that are separate from the current budget.

Treasurer:

- † Carry out the financial decisions made by the Finance Committee.
- † Keep accurate and detailed financial records.
- † Disburse funds for their intended purpose and in compliance with guidance from the Finance Committee.
- † Work with the Financial Secretary to compile reports and information requested by the Finance Committee.
- † Implement the written financial policies and procedures authorized by the Finance Committee.
- † Supervise the count procedure.



- † Provide a regular report to the Finance Committee that summarizes the Church's current financial condition.

Financial Secretary:

- † Receive, record and deposit all funds received by the Church.
- † Maintain detailed financial records.
- † Supervise the count procedure.
- † Work with the Treasurer to compile reports and information requested by the Finance Committee.
- † Implement the written financial policies and procedures authorized by the Finance Committee.

Stewardship Team Leader:

- † Plan and implement a 3-5 year Stewardship campaign plan.
- † Plan and implement the annual pledge campaign.

Check Signing Team Leader:

- † Supervise the check signing team.
- † Ensure two members of the team are available at least twice per month.
- † Coordinate with the Treasurer and Financial Secretary
- † Implement policies and procedures relevant to check signing.

Count Team Leader:

- † Supervise the count team.
- † Ensure two members of the team are available at least twice per month.
- † Coordinate with the Treasurer and Financial Secretary
- † Implement policies and procedures relevant to check signing.