

## **Church Finance Committee Job Description**

The purpose of the Church Finance Committee is to assume total responsibility for the finances of the congregation. This shall include developing and monitoring a church budget/ financial recording and reporting, disbursement, investment planning, and auditing of records.

### **A. Organization**

The Church Finance Committee shall consist of at least five persons including a chairperson, council liaison, financial secretary, treasurer, member for budget, and member for audit. This committee will meet quarterly or as necessary to fulfill the statement of purpose.

### **B. Responsibilities**

1. Budget - annual preparation
2. Receipts and disbursements of funds
3. Financial recording and reporting of member giving
  - a. Recruit, train and schedule offering counters.
  - b. Provide quarterly and annual personal finance statements via the financial secretary
4. Audit committee- recruit members and ensure audit is completed in a timely manner. The audit committee will consist of 3 members, one member rotating annually. Financial records will be audited annually or more often if deemed necessary by this committee of the church council.
5. Investment of church funds
  - a. CDs
  - b. Checking
  - c. Savings
  - d. Other
6. Insurance - review and maintain policies and be point of contact for insurance representatives.
7. Record non-solicited gifts
8. Monitor the financial health of the congregation- prepare and distribute reports as needed.
9. Annually evaluate the work of this committee and its job description and make necessary changes
10. Provide for professional growth through conferences, conventions, and continuing education
11. Provide an annual report to the congregation at the May annual meeting

### **C. Relationships**

The Church Finance Committee works in close cooperation with the Stewardship Committee as well as all standing church committees for budget planning and input. This committee reports to and is accountable to the church council.