

**[Church Name]**  
**Budget (Finance) Committee Job Description (Sample)**

**Job Title:** Budget (Finance) Committee

**Reports To:** Church Board

**Position Status:** Full-Time/Part Time

**Purpose:**

The [Church Name] Budget (Finance) Committee assists in establishing the global budget based on revenue projections and allocates dollars to individual departments.

**Responsibilities:**

- Coordinate the submission of program financial needs and prepare an annual itemized budget for approval by the church, and once approved, the administration of this budget.
- Recommend and maintain appropriate fiscal policies for the church.
- Prepare with the treasurer and/or financial secretary a monthly financial report of all receipts and disbursements for the business meeting.
- Coordinate fiscal and personnel activities with church staff, committees and programs.
- Provide an annual report of all financial activities (receipts, disbursements and investments) to the church.
- Assist the Audit Committee as requested.
- Provide input on non-budgeted items, advise on budget revisions or adjustments, consider special offerings, and make recommendations concerning these issues to the church.
- Advise the church on financial transactions as to soundness and effect on the financial structure and standing of the church.
- Work closely with the Properties and Insurance Committee and other committees involving church funds as requested.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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Signature [Budget (Finance) Committee]

Date

Revised: \_\_\_\_\_