
Church Position Description

Job Title: Church Finance Committee

Reports To: Pastor

Position Status: Full-Time

Purpose:

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 or records.

Organization:

The Church Finance Committee shall consist of 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.

Job Responsibilities and Duties:

The primary responsibilities include:

Financial Management:

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

Relationships:

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

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.

Employee

Date