

Finance Committee Responsibilities

Purpose:

To ensure the funding of the ministries to which the congregation is called through fund-raising and through expenditures that are faithful to the intent of the giver and the budget of the local church.

Term: 3 years for team leader; 3 years for team members

Meetings: Monthly with Finance Team; Quarterly combined with Finance, SPRT, Trustees, and Lay Leadership

Finance Team Leader attends Administrative Council and in the absence coordinates another team member to attend on behalf

Duties (as governed by the Book of Discipline):

1. *Developing and implementing plans to raise sufficient income to meet the budget adopted by the church council.*
2. *Administer the funds received according to instructions from the church council.*
3. **Finance Secretary:** *Supervise the counting of offerings, always by at least two people who are not from the same immediate family, one of whom can be the Financial Secretary. Ensure that the funds be deposited promptly.*
4. **Treasurer:** *Disburse all money contributed to causes represented in the local church budget, and such other funds and contributions as the church council may determine.*
5. *Make provision for an annual audit of the records of the financial officers of the local church and all its organizations and shall report to the Charge Conference.*
6. *Recommend to the church council proper depositories for the church's funds. Funds received shall be deposited promptly in the name of the local church.*
7. *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.*
8. *After the budget of the local church has been approved, additional appropriations or changes in the budget must be approved by the church council.*
9. *The committee shall prepare annually a report to the church council of all designated funds that are separate from the current expense budget.*

Duties (as established through the UMCL Lay Leadership and Administrative Council):

1. **Team Leader:** *Schedule and lead the monthly meetings. Create agenda and lead the meeting.*
2. **Team Leader:** *Responsible for the meeting minutes (take or ensure are taken).*
3. **Team Leader:** *Maintain the ministry binder with meeting minutes and other activity information as necessary.*
4. **Team Leader:** *Communicate with the congregation as necessary*
5. *Operate within the means of the established budget.*
6. *Plan and conduct the stewardship campaign.*
7. *Recommend financial policies to the Administrative Council.*
8. *Present a draft of a budget to the Administrative Council and Charge Conference.*
9. *Manage the budget month to month.*
10. *Recommend expenditures or savings of surplus offerings to the Administrative Council.*
11. *Pre-approve non-budgeted expenses*
12. *Collect requests for the general budget from committees and work areas.*
13. *Monitor receipts and expenditures.*
14. *Communicate with the congregation about the congregation's financial position.*
15. *Provide written communication to the church secretary regarding financial decisions.*

Limitations & Collaboration:

1. *Power over investing holdings and buying and selling property resides with the Board of Trustees.*
2. *Changes in the budget, changes in financial policies, and expenditures not directly covered by the budget must be approved by Administrative Council.*

Skills, Character, Spiritual Gifts:

Skills: Accounting, ability to read and interpret financial reports,

Character: Financial accountability & responsibility, mindful of church ministry, generosity, understanding of the church mission, integrity, desire & commitment to serve

Spiritual Gifts: administration, leadership, faith, wisdom, giving