

POSITION: Finance Team Chairperson

Accountable to: Property & Finance Elder

Nominating Team contact: Any member

EXPECTATIONS AND DUTIES

Administer and direct the church's finances in accordance with the strategic ministry objectives set forth by the congregation and ministry leaders. Specific duties include:

- Direct the annual process of budget development.
- Request Elder Board approval for team members.
- Present budgets to the board and congregation for review and approval.
- Conduct periodic meetings with finance team to review church finances.
- Make recommendations to the board as required for direction of church finances.
- Provide counsel and information on budget issues for ministry areas.
- Develop and recommend to the Elder Board long-range financial plans that support expected future needs of the various ministry areas.
- Work with outside financial institutions to support budget requirements while optimizing in no-risk environment church monies to meet cash flow needs.
- Ensure the internal controls are in place for the safeguarding of the church's assets. This includes all cash/non-cash giving and donation, cash disbursements, investments and accounts, loans and church property and equipment.
- Develop budgets and controls to support special programs, such as building needs, special missionary support and other fund support outside of the General Fund.
- Recommend for appointment other members of the Finance Team, specifically the Treasurer, Financial Secretary, Assistant Financial Secretary and other members.
- Develop, recommend, obtains approval and maintain policies and guidelines as they relate to church finances.

QUALIFICATIONS

- A believer who has accepted Jesus Christ as their Savior and Lord, and is drawing upon the Holy Spirit for continued spiritual growth and maturity.
- (Taken directly from 1 Timothy 3:1-7 & {Titus 1:5-9}) Above reproach {blameless, temperate {not overbearing}}, self-controlled {holy & disciplined}}, respectable {upright}}, hospitable, not given to drunkenness, not violent but gentle, not quarrelsome {not quick tempered}}, not a lover of money {not pursuing dishonest gain}}, {one who loves what is good}}
- Must be mature in their faith, doctrinally sound – knowing and loving the Word, loving God and loving others.
- Knowledge of fund and church accounting requirements.
- Education in finance and/or accounting or equivalent experience.
- Previous experience as a member on the finance committee.

MEMBERSHIP REQUIREMENT: Member in good standing for a minimum of one year

COMMITMENT: One year