

All Souls Unitarian Universalist Congregation
Job Description of Committee Chair or Ministry Team Leader

Committee or Ministry Team: Finance

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MISSION STATEMENT: *All Souls UU Congregation is a liberal religious congregation that nurtures lifelong spiritual development. We covenant to create a welcoming, caring, justice-seeking community within and beyond these walls.*

VISION STATEMENT: *All Souls welcomes seekers to our liberal religion and offers a transformative worship experience. We act boldly, compassionately, and publicly for justice. We intentionally share the message of Unitarian Universalism. While building a congregation of over 300 members, we broaden and deepen our ministries with community partnerships and an integrated campus.*

1. How does this committee support the mission and vision of All Souls?

By monitoring the Congregation's financial matters, providing support to leadership regarding financial matters, and assisting with all finance-related activities of the Congregation.

2. Specific responsibilities:

- a) Meet regularly to review and discuss financial matters and take appropriate action.
- b) Review proposals for fundraising events and make recommendations to the Board of Trustees.
- c) Review requests for expenditures from endowment funds and non-routine expenditures from building funds.

- d) Review the system of internal controls and make recommendations regarding investments.
- e) Assist with stewardship and capital campaign activities.
- f) Review the proposed annual budget.
- g) Provide support to the Treasurer and make recommendations to the Board of Trustees on financial matters via the Treasurer. Coordinate with the Treasurer on tasks such as the external audit and advising the Congregation regarding the financial status of All Souls.
- h) Prepare a submittal for the Annual Report (around April 15th each year).
- i) Attend Council Meetings (3 times per year)
- j) Assist in researching and implementing new policies, procedures and programs.
- k) Count Sunday Morning offerings

3. Knowledge and skills:

- a) Member in good standing of All Souls
- b) Well organized, able to multi-task, and maintain confidentiality
- c) Meet any requirements established in the Bylaws or identified by the Board or Treasurer
- d) Positive attitude
- e) Understanding of financial statements
- f) Leadership skills

4. Estimated number of hours per month: 2-10 hours per month depending on the budget cycle.

5. Position term: 2 years

6. This team coordinates with (indicate other teams or committees):

- a) Board
- b) Stewardship
- c) Administrator
- d) Fundraising

7. Additional relevant information:

Tasks outlined herein are the responsibility of the Finance Committee. The Finance Committee Chair shall be responsible for the following additional tasks:

- a) Lead and coordinate Committee meetings, including agenda preparation and notice to Committee members;
- b) Delegate tasks to Committee members;
- c) Assist in preparation of the annual budget;
- d) Appoint subcommittees to work on various financial issues and projects;
- e) Ensure that the Finance Committee is represented at Congregational meetings/functions;
- f) Recruit members for the Finance Committee;
- g) Coordinate the Sunday count procedure.