

# Rocky Springs Baptist Church

## Ministry Description

**Ministry Title:** Church Finance Committee

**Ministry Purpose:**

The Church Finance Committee is to assume the primary responsibility for the finances of the congregation. This shall include developing and monitoring a Church budget, financial recording and reporting, disbursement of Church funds, investment planning, auditing of records, and any other financial matters of the congregation.

**Organization:**

The Church Finance Committee shall consist of at least five Church members including a chairperson. Ex-officio members shall include the financial secretary, treasurer, and pastor. The Finance Committee shall meet at a minimum once a year at the beginning of the new Church year to elect officers, plan for upcoming events, and to discuss other outstanding issues. Other committee meetings shall be planned and scheduled as necessary.

**Ministry Responsibilities and Duties:**

Their primary responsibilities include:

1. Solicit budgetary information at least 30 days prior to the preparation of the annual budget. This committee shall request all staff, Church organization, and committee leaders to submit amended fiscal needs for the coming year in writing.
2. Receipts and disbursements of funds- The committee shall recommend appropriate individuals to authorize expenditures (i.e. sign checks). Check signers to be affirmed by congregation during the business meeting. The treasurer shall always be a designated check signer.
3. Recruit, train, and schedule offering counters from the membership of the church.
4. Distribute monthly finance statements:
  - a. prepared by the financial secretary
  - b. reviewed by the treasurer
  - c. passed on to the deacons for further review
  - d. submitted to the church by the deacons
5. Ensure the appropriate investment of Church funds:
  - a. CDs
  - b. Checking
  - c. Savings
  - d. Other
6. Review and maintain all insurance policies in conjunction with the appropriate affected committee(s) and staff. This committee shall be point of contact for insurance representatives.
7. Notified of all non-solicited gifts and donations. Finance Committee is responsible for reporting on all substantial gifts and donations to the Church at the business meeting.
8. Monitor the financial health of the congregation – prepare and distribute reports as needed.
9. Periodically evaluate the work of this committee and its job description and make necessary changes.

**Relationships:**

The Church Finance Committee works in close cooperation with other standing Church committees and staff for budget planning and input. All personal monetary giving is to be kept confidential. This committee reports to and is accountable to the Church congregation.