

FINANCE/STEWARDSHIP JOB DESCRIPTION

STAFF LIAISON: Church Administrator, Debra Arredondo

2012 COMMITTEE CHAIR: Elizabeth Myers

COMMITTEE MEMBERS: Babs Baugh, Norm Dugas, Betty Ferrell, Penn Jackson Sr, Charles Keeling, Frank McDonald, Neldon Milstead, Fran Rhodes

I. Purpose

The purpose of the Finance/Stewardship committee is to prepare and administer the Church Budget, advise Council and Church of Church's financial condition and encourage Christian stewardship of time, abilities, and possessions.

II. Responsibilities

1. Work with the Church staff and Standing Committees to recommend an annual budget and, if necessary, the need to amend the budget or to borrow funds.
2. Provide monthly and quarterly financial reports and statements to the congregation, advising of extraordinary existing or evolving financial circumstances.
3. Provide oversight and assurance that Church money is being administered in accordance with Church Bylaws and Policies.
4. Act as sounding board and clearing house for financial requests which do not fall clearly in existing budget categories.
5. Work with the Church staff to oversee and administer the disbursements of monies.
6. Work with the Church staff to plan and produce an annual stewardship emphasis and other special events that will encourage Christian stewardship of time, abilities, and possessions.
7. Recommend to the Church Council changes in the Financial Policy when appropriate.
8. Report activities to the Church Council.