

FINANCIAL SECRETARY/BOOKKEEPER

The financial secretary/bookkeeper is responsible for keeping the church's general ledger and financial records and will prepare related forms and reports as necessary, in addition to preparing all checks for the treasurer to sign. This person will help ensure that the church's finances are in accord with legal, ethical and biblical standards.

Ministry Area/Department	Stewardship
Position	Financial secretary/bookkeeper
Accountable To	Executive pastor
Ministry Target	Church in general
Position Is	Paid staff
Position May Be Filled By	Other approved individual
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Giving
Talents or Abilities Desired	Some accounting education and background • Good with figures • Discreet • Excellent organizational skills
Best Personality Traits	Dependable-analyst • Detail oriented
Passion For	Good stewardship • Accuracy
Length of Service Commitment	Indefinite

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** twenty hours a week
2. **Participating in meetings/training:** one hour a month or as needed

RESPONSIBILITIES/DUTIES

1. Keep accurate records of member contributions and prepare year-end summaries for each member for tax and individual review purposes.
2. Keep accurate records of all church income through tithes, offerings and special gifts, and compare to budget estimates.
3. Keep accurate records of all church expenditures and compare to budget allowances.
4. Inform executive pastor if expenditures exceed budget allowances.
5. Prepare financial reports for the executive pastor and church business meetings.
6. Prepare any required reports or forms for the auditor, IRS or other offices of accountability.
7. Be available at church business meetings to answer any questions related to church finances.

8. Prepare weekly payroll checks and related tax records/payments.
9. Prepare checks for monthly church expenses and obligations.
10. Prepare checks for contributions to missions work and other special endeavors.
11. Prepare reimbursement checks upon approval of treasurer.
12. Reconcile and balance church checking accounts.
13. Prepare and distribute W-2 and 1099 forms at the end of the year.

OFFERING COUNTER

The offering counter is responsible for accurately counting the money received in tithes and offerings immediately following collection of the tithes and offerings.

Ministry Area/Department	Stewardship
Position	Offering counter
Accountable To	Treasurer or financial secretary/bookkeeper
Ministry Target	Church in general
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Giving
Talents or Abilities Desired	Accurate counting/math skills
Best Personality Traits	Honest • Trustworthy • Dependable-analyst
Passion For	Good stewardship
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour initially or as needed

RESPONSIBILITIES/DUTIES

1. Work with at least one other offering counter to carefully count and total offerings after each collection.
2. Write down offering figures for the treasurer and/or financial secretary.
3. Give offerings and offering envelopes to the stewardship clerk.

STEWARDSHIP CLERK

The stewardship clerk will provide clerical assistance to the stewardship director and financial secretary/bookkeeper as needed for special projects or campaigns during the year and will oversee and assist offering counters.

Ministry Area/Department	Stewardship
Position	Stewardship clerk
Accountable To	Treasurer, financial secretary/bookkeeper or stewardship director
Ministry Target	Church
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Good organizational and math skills • Basic clerical skills • Detail oriented • Willingness to serve and assist others
Best Personality Traits	Honest • Dependable-analyst
Passion For	Good stewardship
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week (more when planning special projects and campaigns)
2. **Participating in meetings/training:** minimal, as requested

RESPONSIBILITIES/DUTIES

1. Assist with preparing and distributing offering envelopes.
2. Assist stewardship director in preparing for and implementing stewardship campaigns and ongoing stewardship programs.
3. Assist financial secretary/bookkeeper with clerical duties as needed during special projects or extra busy times of the year.
4. Assist and oversee offering counters and turn in offerings and offering totals to the treasurer or financial secretary/bookkeeper after each service where offerings are received.

STEWARDSHIP DIRECTOR

The stewardship director helps provide accountability in the church through leading the development of the church's yearly budget and overseeing budget compliance and by helping evaluate requests for financial aid—benevolence and missions. The stewardship director will also promote an emphasis on good stewardship through planning and implementing yearly stewardship campaigns and ongoing stewardship education.

Ministry Area/Department	Stewardship
Position	Stewardship director
Accountable To	Treasurer, pastor or executive pastor
Ministry Target	Church
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Administration • Giving
Talents or Abilities Desired	Good organizational skills • Experience in financial planning, accounting or banking fields
Best Personality Traits	Dependable • Analyst-expresser
Passion For	Good stewardship
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week—possibly more when planning special campaigns
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Lead in developing, overseeing and examining the church's yearly budget.
2. Work with the financial secretary/bookkeeper to track the budget for the various church ministries, touching base with all ministry heads quarterly and at other times if expenditures are exceeding budgeted amount.
3. Meet with benevolence committee to evaluate requests for assistance from benevolence funds.
4. Meet with missions director to evaluate recommendations for missions to support.

5. Plan and implement annual stewardship campaign and/or direct an ongoing stewardship emphasis, working with the pastor. This involves evaluating various options and reviewing campaigns and materials available from sources such as other churches, publishers, denominational headquarters, etc.

TREASURER

The treasurer will help ensure ethical handling of all church funds and oversee management of church banking accounts.

Ministry Area/Department	Stewardship
Position	Treasurer
Accountable To	Pastor or executive pastor (and finance committee)
Ministry Target	Church
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Administration • Giving
Talents or Abilities Desired	Experience and/or education in the financial field
Best Personality Traits	Trustworthy • Honest • Sincere • Analyst-expresser or analyst-dependable
Passion For	Good stewardship
Length of Service Commitment	Three to five years

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** one hour a month or as needed

RESPONSIBILITIES/DUTIES

1. Approve all disbursements.
2. Sign all checks drawn on church bank accounts.
3. Oversee management of church banking accounts.
4. Review monthly statements after reconciliation by financial secretary/bookkeeper.
5. Coordinate and schedule annual audit with an independent audit company.
6. Ensure payment of all missionary support and all financial obligations.
7. Serve on stewardship committee.

TRUSTEE

The trustees will help ensure ethical handling of all church funds and property.

Ministry Area/Department	Stewardship
Position	Trustee
Accountable To	Pastor or executive pastor (and finance committee)
Ministry Target	Church
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Administration • Giving • Serving
Talents or Abilities Desired	Experience and/or education in business and finance
Best Personality Traits	Trustworthy • Honest • Sincere • Discreet • Levelheaded • Mature • Analyst-expresser or analyst-dependable
Passion For	Good stewardship
Length of Service Commitment	Three to five years

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a month
2. **Participating in meetings/training:** one to two hours a month or as needed

RESPONSIBILITIES/DUTIES

1. Establish and review procedures for the church's financial management.
2. Serve as legal custodians of all church property.
3. Represent the church in legal matters.
4. Give input/financial advice to the stewardship committee and pastoral staff as requested.
5. Execute bank notes, deeds and other legal documents after receiving approval at the church's business meetings.
6. Examine quarterly financial reports to monitor financial expenditures of the church.
7. Fulfill the laws of this state while serving as a trustee of the church.
8. Assist in the process of awarding contracts for work that must be done to improve or repair church buildings and property.