

Job Title

Church Council Member, Finance Committee Liaison

Description

Each member of the Church Council serves as a liaison to one of the Council's standing committees and functions as that committee's Chair. This description relates to Chair duties and responsibilities for the Council Liaison to the Finance Committee:

- o Attends Church Council meetings on the 4th Tuesday of the month. Meetings begin at 7 PM and generally last one or two hours. Gives a brief committee update as part of the regular Council meeting agenda.
- o Attends & leads Finance Committee meetings on the second Monday of the month. Meetings typically last about 60 minutes.
- o Works with the Church Treasurer who is responsible for the day to day accounting and cash management issues such as writing checks to pay bills and preparing the monthly accounting financial report.
- o Works with the Financial Secretary who is responsible for managing the day to day collection and depositing and reporting of the contributions and other gifts to the church.
- o The monthly Finance Committee meeting typically includes both Treasurer and the Financial Secretary and any other volunteers.
- o Oversee the annual budget preparation and present the final budget to the Council for approval.
- o Oversee the annual normal pledge drive and report the results to the Council.
- o Present to the congregation the annual financial report and budget for the next year at the annual congregational meeting.

Timeframe

- o A full term on the Good Shepherd Church Council is three years. Partial terms may occur in the event of a vacancy and will depend upon the remaining term for the position that is vacated or open. Council members are permitted to serve two consecutive full terms per the Constitution.
- o Total weekly and monthly time commitments will vary depending on activities the committee is planning or conducting. The time required for meeting attendance at Council and the committee ranges from approximately 2-3 hours per month.

Training/Qualifications

A general understanding of budgeting and financial recordkeeping is beneficial. A willingness to discuss and make recommendations on difficult financial matters is helpful.

Staff Liaison

Pastor Dave Berg or Pastor Karen Pahl

Contact for Information

Abby Jones

252-9835

SmithAbby@aol.com

Last revision: January 2011