

1) Responsibilities outlined in the by-laws

- a) Serves as a member of the Finance Committee.
- b) Assures that a list of contributors to the church is kept.
- c) Assures that a complete accounting of the financial records of the church is kept.
- d) Assures that an annual financial report of the church is kept.
- e) Assists in the preparation of a budget proposal each spring.
- f) Prepares and presents a budget report for the annual meeting.
- g) Prepares a Treasurer's report for each Board meeting.
- h) Assists staff who handle finances and related responsibilities.
- i) Prepares reports and other information to assist the Stewardship Campaign.

2) Financial agent responsibilities

- a) Signs checks drawn from the church's account(s).
- b) Reviews monthly check register.
- c) Reviews monthly financial statements with church administrator.
- d) Reviews bank statements.
- e) Reviews investment statements.

3) Board of Directors meeting responsibilities

- a) Attends the majority of Board meetings and retreats.
- b) Serves as a member of the Executive Committee of the Board.
- c) Has voting privileges within the Board.
- d) Presents all financial reports after they have been approved by the Finance Committee.
- e) Presents all recommendations from the Finance Committee to the Board.

4) Finance Committee responsibilities

- a) Attends the majority of Finance Committee meetings.
- b) Has voting privileges within the Finance Committee.
- c) Works with the Church Administrator to ensure that timely financial reports are presented to the Finance Committee.
- d) Acts as an intermediary between the Finance Committee and the Board, primarily by bringing recommendations from the Finance Committee to the Board.

5) Investment Committee responsibilities

- a) Serves as an ex officio member of the Investment Committee.
- b) Attends a majority of meetings.

6) Budget responsibilities

- a) Attends Budget Committee meeting.
- b) Presents a draft calendar to the Finance Committee and to the Board, including dates that budget requests, stewardship estimates and salary recommendations are to be finalized.
- c) Organizes budget requests from standing church committees.

7) Communication responsibilities

- a) Provides welcome/count/close at Sunday service on a rotating schedule.
- b) Reads and responds to email on a regular basis.