

## **FINANCE COMMITTEE**

### Job Description

#### **Membership:**

Chairperson (member of the Church Council and attend quarterly meetings)

Meets: 2nd Tuesday of the month at 7 p.m. in Room C-2

Purpose: To develop an annual budget and the congregation in funding it so that the mission and ministry of the church are supported, strengthened and executed.

#### **Responsibilities:**

- To build an annual budget to support the mission and ministry of the congregation and submitted to the Administrative Council for approval.
- To develop and carry out plans to raise enough income to support the budget that has been approved.
- To carry out instructions regarding allocations from the Administrative Council.
- To guide the work of the Financial Secretary and Treasurer.
- To arrange for an annual audit of the records of financial officers and report to the Charge Conference.
- To be accountable to the Charge Conference through the Administrative Council.
- To consult the United Methodist Book of Discipline to assure that we are following denominational procedures and guidelines.

#### **General Information:**

This committee is responsible for overseeing the work of the Treasurer, Financial Secretary and Stewardship.