

**Assistant Treasurer**

- Membership: One affirmed person
- Term: Two (2) year term
- Selection Process: By the annual discernment and affirmation process conducted by the Leadership Commission.  
Treasurer and Assistant Treasurer affirmed in alternate years.
- Function/Objective: Count and deposit all contributions and keep donor records.
- Responsibilities:
- Count and deposit weekly offerings and any other special offerings.
  - Report the offering data to the Treasurer and to the Church Secretary for the bulletin.
  - Record envelope giving for those who use envelopes each week.
  - Give quarterly reports with up-to-date contributions via the anonymous number system through the "lead" Elder.
  - Serve on the Stewardship Commission.
- Accountability: To the Treasurer, Stewardship Commission and the Congregation
- Annual Report: Optional

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Revision Process: By Approval Method A (per page iii)  
Revision Dates: Aug. 2006