

Treasurer

Membership: One Affirmed Congregational Member

Term: Two (2) year term

Selection Process: By the annual discernment and affirmation process conducted by the Leadership Commission.
Treasurer and Assistant Treasurer elected in alternate years.

Function/Objective: To manage and report on the receipts and disbursements of the church's operating finances.

Responsibilities:

- Serves on the Stewardship Commission
- Receives offering data from the Assistant Treasurer and records the offerings as designated.
- Receives all bills and makes payments.
- Reports quarterly and annually to the Congregation about the finances of the church.
- As needed, provides awareness of the status of the funds held.
- With the Stewardship Commission, prepares annual spending guidelines.
- Promotes good stewardship of material resources in the Congregation.

Accountability: To the Stewardship Commission, Church Council, and the Congregation.

Annual Report: Required

Revision Process: By Approval Method A (per page iii)

Revision Dates: Aug. 2006