

Community Mennonite Church Job Description

Committee/Position Finance Committee

Commission Administration Commission

Mission/Purpose:

Finance Committee provides oversight of financial resources; a) to ensure the congregation funds (income, expenses, special projects, special funds) are properly documented, b) to ensure the safety of financial resources and that they are used for the intended purpose. This committee develops short-term (1-2 years) and long-term (3-5 years) financial plans to support the congregation mission and vision as requested by Church Council (CC).

Responsibilities: Include meeting frequency, tasks, areas of responsibility/oversight, etc. as applicable.

- 1) To review and approve congregational financial reports monthly.
- 2) To develop and present the annual budget (spending plan) to Church Council by the November Church Council meeting..
- 3) To present the annual budget (spending plan) to the congregation as scheduled by Church Council.
- 4) To develop and recommend policies related to contributions, accountability, and levels of authorization.
- 5) To provide a committee representative to meet with Grants Committee.
- 6) To provide a committee representative to meet with the Administration Commission.
- 7) To provide monthly financial reports for Commission Chairpersons and Lead Pastor.
- 8) To provide quarterly financial report to Church Council and copies available for members.

Regular Activities/Responsibilities:

January

- Quarterly (Oct.-Dec.) report to CC

February

- Meet as needed to monitor expenses/revenue

March

April

- Quarterly (January-March) report to CC

May

- Meet as needed to monitor expenses/revenue

June

July

- Quarterly (April-June) report to CC

August

- Meet as needed to monitor expenses/revenue

September

- Develop Annual Budget
- Faith Commitments distributed and collected

October

Updated by **Required parameters are missing or incorrect.**, October 17, 2014

Community Mennonite Church Job Description

- Quarterly (July-September) report to CC
- Draft #1 budget to Church Council

November

- Draft #2 to Church Council for Approval
- Preliminary Budget discussed at Congregational Speak Easy

December

- Church Council Approved budget presented to congregation for approval