



Policy / Document	<b>Job Description – Finance—Representatives and Lead</b>	
Approved	TCC Church Council Leadership Team	2023-11-30
File Location	/Volumes/DATA/Users/1 - CHURCH COUNCIL LEADERSHIP TEAM/Structure_And_Job_Descriptions - Church Council/Job Description - Finance Representatives - 2023-11-30.Docx	



This Job Description is approved by the action of the Church Council

Approved by the Church Council Leadership Team

Ray Whitehead, for Church Council

Date 2023-11-30



### All Church Council Leaders

Read and become familiar with: Structure and Current Names – Church Council Leadership Team.

Read and become familiar with the following sections of the Book of Doctrines and Discipline of the Global Methodist Church: at end of document.

Become extra familiar with the sections that relate specifically to your Church Council position.

Below are the **ordinary responsibilities** of this Church Council Leaders position. There may be times that other responsibilities fall to the Church Council and to this specific Leadership position.

### All Financial—Representatives

One Finance—Representative meets with the Church Financial Administrator the week prior to the Church Council Leadership Team (Church Council) Meeting. Review with the Financial Administrator the following documents:

Financial Health Report

Treasurer's Report

Ten-Year Comparison

Balance Sheet

In the above meeting, become familiar with the other issues or concerns the Financial Administrator will bring before the Church Council for advice or action.

Based on the above meeting, assist the Financial Administrator in reporting on significant financial issues and concerns that require Church Council advise or action. Assist the Financial Administrator in reporting on the general financial health of TCC.

One Representative meets with the Financial Administrator each month to review the reconciliation of the Check Book.

Report to the Church Council on your findings.



Ensure that all TCC financial records, policies and procedures are given a professional and complete Audit each year.

Meet with the Auditor to review findings and recommendations of the Audit.

Report to the Church Council on the findings and recommendations of the Audit.

Make sure the Church Council takes all the steps necessary to implement the recommendations of the Audit or any steps necessary to correct deficiencies discovered in the Audit.

Finance—Representative Lead and Finance—Representatives develop a plan to approve expenditures over \$1,000.

Routine/lesser-to-medium expenditures over \$1,000 can be approved at the discretion of the Lead and Representatives.

Larger expenditures over \$1,000 should be brought to the Church Council for approval.

The intention here is not to manage the reason for the expenditure but to maintain adequate funds on hand. Also, to keep the Church Council aware of larger expenditures.

Work with the Church Council to develop a plan to create a Church Budget each year.

Follow up with other Church Council Members, other TCC Leaders and Staff to make sure they are providing information necessary to create the Church Budget.

Work with the Financial Administrator to compile the Church Budget.

Bring this Budget to the Church Council for discussion, revisions, and approval.

### **Financial—Representative Lead**

You do not have to do it all – you have the authority and accountability to delegate these tasks to the other Financial Representatives, or if necessary, to other Church Council Leaders.

Coordinate with the other Financial Representatives to accomplish the above tasks.

Follow up on all assignments given to the Financial Representatives and/or to other Church Council Leaders.



“Finance” Yearly Report on Book of Doctrines and Discipline

¶ 347. FINANCE COMMITTEE

**Year Beginning Report – January \_\_\_\_\_**

Finance—Representative Lead, complete initial steps in this report and present to the Church Council in January of each year and updated as necessary throughout the year to satisfy the requirements of the Book of Doctrines and Discipline: ¶ 347. FINANCE COMMITTEE.

Finance—Representative Lead and Finance—Representatives (Representative) ensure that the following items in this report are accomplished by either 1) Finance—Representatives, 2) delegation to other Church Council Leaders, 3) delegation to other Church Leaders or Staff Members or 4) permanent delegation in a standing TCC Policy.

**Year End Report – May \_\_\_\_\_**

Finance—Representative Lead, ensure all initial steps in this report have been completed and present to the Church Council by May of each year to satisfy the above requirements of the Book of Doctrines and Discipline.

PLEASE NOTE: File the results of this Report in a single folder titled:

20\_\_\_\_ - 347. FINANCE COMMITTEE – Reports.

Much of this report will remain the same for several years. Consult last year's Reports as a starting point for this report.

2. The Finance Committee shall oversee the stewardship of financial resources as their priority throughout the year, seeking as part of the ministry of discipleship to move members toward tithing and beyond, with an attitude of generosity.

Church Council will lead the TCC family to Tithe.

Finance—Representative Lead encourages the Church Council to develop an annual plan for Stewardship/Extravagant Generosity.



Authority and accountability assigned to develop the annual plan for Stewardship/Extravagant Generosity to the following Church Council Leaders or their designees: \_\_\_\_\_

3. All financial requests to be included in the annual budget of the local church shall be submitted to the Finance Committee. The Finance Committee shall compile annually a complete budget for the local church and submit it to the church council for review and adoption. The Finance Committee shall be charged with responsibility for developing and implementing plans that will raise sufficient income to meet the budget adopted by the church council. It shall administer the funds received according to instructions from the church council. The committee shall carry out the church council’s directions in guiding the treasurer(s) and financial secretary.

Church Council will lead the TCC family to Tithe.

Finance—Representative Lead and Finance—Representatives will work with the Church Council to develop a plan to create a yearly Church Budget.

Work to create Church Budget will begin on this date: \_\_\_\_\_

Tentative Church Budget will be presented to Church Council for discussion and approval at this monthly meeting: \_\_\_\_\_

Church Financial Administrator and Church Administrator are part of the Church Council and should keep up to date on all its decisions and directions.

4. The committee shall designate at least two persons not of one immediate family residing in the same household to count the offering. They shall work under the supervision of the financial secretary. A record of all funds received shall be given to the financial secretary and treasurer. Funds received shall be deposited promptly in accordance with the procedures established by the Finance Committee. The financial secretary shall keep records of the contributions and payments.

- |                   |                   |
|-------------------|-------------------|
| 1. _____, Collect | 5. _____, Counter |
| 2. _____, Collect | 6. _____, Counter |
| 3. _____, Collect | 7. _____, Counter |
| 4. _____, Collect | 8. _____, Counter |



Finance—Representative Lead reminds the Church Financial Secretary and Church Treasurer to be advised of the above.

5. The church treasurer(s) shall disburse all money contributed to causes represented in the local church budget, and such other funds and contributions as the church council may determine. The treasurer(s) shall remit each month to the conference treasurer all denominational and conference benevolence funds then on hand. The church treasurer shall make regular and detailed reports on funds received and expended to the Finance Committee and the church council. The treasurer(s) shall be adequately bonded.

Finance—Representative Lead reminds the Church Financial Secretary and Church Treasurer to be advised of the above.

The above reports are a standard part of TCC Church Council Meetings as follows:

Financial Health Report

Treasurer's Report

Ten-Year Comparison

Balance Sheet

6. The Finance Committee shall establish written financial policies to document the internal controls of the local church. The written financial policies should be reviewed for adequacy and effectiveness annually by the Finance Committee and submitted as a report to the charge conference annually.

The TCC Financial Policy is to be reviewed annually and approved annually by the action of the Church Council.

Church Council Leaders who will review and revise as necessary: \_\_\_\_\_

Date the Financial Policy will be submitted to Church Council for review and approval:  
\_\_\_\_\_

7. The committee shall make provision for an annual audit of the financial statements of the local church and all its organizations and accounts. The committee shall make a full and complete report to the annual charge conference. A local church audit is defined as an independent evaluation of the financial reports and records and the internal controls of the local church by a qualified person or persons. The audit shall be conducted to reasonably verify the accuracy and reliability of financial reporting, determine whether assets are being safeguarded, and determine compliance with local law, local church policies and



procedures, and the Transitional Book of Doctrines and Discipline. The audit may include: 1) a review of the cash and investment reconciliations; 2) interviews with the treasurer, financial secretary, pastor(s), Finance Committee chair, business manager, those who count offerings, church secretary, etc., with inquiries regarding compliance with existing written financial policies and procedures; 3) a review of journal entries and authorized check signers for each checking and investment account; and 4) other procedures requested by the Finance Committee. The audit shall be performed by an audit committee composed of persons unrelated to the persons listed in 2 above or by an independent certified public accountant (CPA), accounting firm, or equivalent.

Church Council Leader or Staff Member who will secure bids for the Annual Church Audit:

\_\_\_\_\_

Target date for the Annual Church Audit: \_\_\_\_\_

8. The committee shall recommend to the church council proper depositories for the church's funds. Funds received shall be deposited promptly in the name of the local church.

List of such depositories:

\_\_\_\_\_ for these monies \_\_\_\_\_

for these monies \_\_\_\_\_

\_\_\_\_\_ for these monies \_\_\_\_\_

Finance—Representative Lead reminds the Church Financial Secretary and Church Treasurer to be advised of the above.

9. Contributions designated for specific causes and objects shall be promptly forwarded according to the intent of the donor and shall not be retained or used for any other purpose.

Finance—Representative Lead reminds the Church Financial Secretary, Church Treasurer, Church Council Leaders, and Staff to adhere of the above.

10. After the budget of the local church has been approved, additional appropriations or changes in the budget must be approved by the church council.

Finance—Representative Lead reminds the Church Financial Secretary, Church Treasurer, Church Council Leaders, and Staff to adhere of the above.

11. The committee shall prepare at least annually a report to the church council of all designated funds that are separate from the current expense budget.

The above report is a standard part of our Church Council Meetings.



Submitted by Finance—Representative Lead

\_\_\_\_\_

Lead Representative

Date \_\_\_\_\_





10.16.2023 version of the Transitional

Book of Doctrines and Discipline of the Global Methodist Church

Church Council Leaders, read and become familiar with the following sections of the Book of Doctrines and Discipline of the Global Methodist Church:

¶ 103. PRINCIPLES OF OUR LIFE TOGETHER.

¶ 301. THE MISSION OF THE CHURCH.

¶ 305. TRANSFORMATIONAL DISCIPLESHIP.

Section VII. Organization and Administration

¶ 336. PRIMARY TASKS.

¶ 337. ORGANIZATION.

¶ 338. THE CHARGE CONFERENCE.

¶ 339. POWERS AND DUTIES.

¶ 340. ELECTION OF LEADERS.

¶ 341. REMOVAL OF OFFICERS AND FILLING OF VACANCIES.

¶ 342. DUTIES OF LEADERS.

1. Out of the professing membership of each local church, there shall be elected by the charge conference a **lay leader** who shall function as the primary lay representative of the laity in that local church and shall have the following responsibilities:

2. The **lay member(s) of the annual conference**....

3. The **church council or governing board chairperson**....

¶ 343. THE CHURCH COUNCIL. 1. The church council, or its equivalent governing body, shall provide for planning and implementing a ministry of evangelizing and spreading scriptural holiness through **nurture, outreach, witness**, and resources in the local church. It shall also provide for the administration of its organization and temporal life. It shall envision, plan, implement, and annually evaluate the mission and ministry of the church. The church council shall be amenable to and function as the administrative agency of the charge conference.



Section VIII. Local Church Administrative Committees

¶ 344. NOMINATIONS AND LEADERSHIP DEVELOPMENT COMMITTEE.

¶ 345. PASTOR-PARISH RELATIONS COMMITTEE. [SPRC here at TCC] ¶

346. BOARD OF TRUSTEES.

¶ 347. FINANCE COMMITTEE.

¶ 348. OTHER ADMINISTRATIVE AND PROGRAM COMMITTEES.