FINANCE COMMITTEE

Purpose: To oversee the allocation and management of congregational financial resources.

Composition: Chair, Treasurer, 2% Committee link, 1-2 others

Term:
1. Members serve two year terms.
2. Members are nominated by Leader Selection Committee, affirmed by congregation.
3. Accountable to Leadership Group. Pastoral team contact: <mark>Pastor of Congregational Life</mark>

Responsibilities:
1. To develop general policies for the format and priorities of the congregational budget, taking into account the overall direction of the Leadership Group.
2. To receive and review all requests for budget allocations, as well as outside-budget requests, and process these in light of the policies and priorities established.
3. To prepare annually the detailed budget proposal, to be reviewed by the Leadership Group and then submitted to the congregation.
4. To coordinate the activities of other groups involved in the use of financial resources, including the 2% Committee. These groups will report regularly to the Finance Committee, which will assume responsibility for those matters not covered by them.
5. To oversee the work and review the reports of the Treasurer.

Time involved: Quarterly meetings; more frequently at end of year.

Qualifications:
1. Active participant in the congregation.
2. Awareness of priorities and concerns of the congregation.
3. Responsible with finances.

Chair of Finance Committee

Responsibilities:
1. Call and chair quarterly meetings, end of year meetings and extra meetings as needed.
2. Prepare the budget.
3. Present the budget to the elders and to the congregation.
4. Prepare salary amounts for church employees.
5. Review and evaluate reports with the treasurer and formulate any needed responses.
6. Serves on Review Committee responding to requests for personal financial assistance.

Qualifications:
In addition to those listed for Finance Committee, administrative skills in planning and leading meetings, following up details.

Updated April 2014
<mark>Updated Pastoral Team Contact Dec 2022 - SKC</mark>