

**FINANCE COMMITTEE CHAIR**  
**Ministry Position Description**  
**Bethel United Methodist Church (July 2012)**

The primary task of the Committee on Finance is to propose, raise, manage, and distribute the financial resources of the congregation to support and strengthen the mission and ministry of the congregation.

**Responsibilities of the Committee:**

To build an annual budget to support the mission and ministry of the congregation and to submit it to the Church Council for approval.

To develop and carry out plans to raise enough income to support the budget that has been approved.

To carry out instructions about allocations from the Church Council.

To guide the work of the treasurer, financial secretary, and auditor.

To arrange for an annual audit of the financial records of the church and to report to the Church Council board the results of the annual audit.

To exercise oversight/authority over all fund raising requests.

To be accountable to the charge conference through the Church Council.

**Responsibilities of the Chair:**

To guide the work of the Committee through the year, planning agendas and presiding at meetings.

To gather all budget requests to be reviewed by the committee.

To recommend to the Church Council any changes that need to be made to the budget after it has been approved.

To ensure that the congregation and pastor are informed about the church's financial situation.

To participate in the Church Council.

To be accountable to the charge conference through the Church Council.

To compile a schedule of offering counters for each year and submit it to the financial secretary.

To ensure that the Fundraising Policy for Bethel UMC (on file in church office) is reviewed by a fiancé subcommittee annually.

The Outgoing Chairperson will "Shepherd" incoming chair for at least the last quarter of their term as Chairperson. If possible, the Committee on Lay Leadership team will seek to identify a member who is willing to serve as chair on following years and have them train under current chairperson for up to a year before becoming chairperson.

**Meeting schedule:**

**Committee on Finance meets on 2nd Tuesday 6:00 PM bi-monthly beginning in January with called meetings as necessary.**

**The Chair serves on the Church Council which meets 4<sup>th</sup> Monday, 6:00 PM bi-monthly beginning in January with called meetings as necessary.**