

**CHRUCH TREASURER**  
**Bethel United Methodist Church**  
**Job Description**  
**July 2012**

The church treasurer shall make regular and detailed reports on all church funds received and expended to the Finance Committee and the Church Council. The treasurer serves as a member of the Finance Committee and the Church Council.

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.

**The Finance Committee meets on the first Tuesday of odd months beginning in January at 6 p.m. Called meetings are held on an as needed basis.**

**The Church Council meets on the fourth Monday of every other month beginning in January. Meetings are held at 6:00 p.m.**