

## Finance Ministry Group

**Membership:** Chair, Chair-Elect, and at least 3 voting members.

**Purpose:** To guide the church in financial planning and budgeting.

**Duties:**

- To support the ministries of the church through budget development and personal commitment.
- Insure that sound procedures are used for receiving, counting, safeguarding and disbursing funds.
- Receive recommendations from the staff and Ministry Group chairs in order to prepare an annual operating budget. The budget planning will be performed by ministry group members, new members elected to serve on that group and appropriate staff.
- Closely monitor monthly revenue and expenses.
- Submit detailed Budget Fund Summary monthly to the Ministry Council and at the quarterly church conference.
- Review requests for expenditures not budgeted and recommend any budget revisions to the Ministry Council and to the church.
- Work with the counting ministry to insure acceptable accounting procedures are utilized.
- Consult with the staff and church ministry groups to determine long-range financial needs.
- Closely monitor restricted funds including endowed funds. Recommend investment policies to the trustees.

**Meetings:** Monthly or Bi-Monthly meetings are required.

**Reporting:** Written reports will be turned in to Team Leaders bi-monthly. Recommendations for action will be submitted to the Team Leader one week prior to the Ministry Council meeting.