

Church Treasurer

Result Expected

An effective church treasurer disburses all funds received into the church treasury in a responsible and organized manner, with funds identified and bills paid when due, so that the ministry of the congregation can be effective.

Spiritual Gifts and Qualifications Helpful for the Job

- This leader benefits from having one or more of these spiritual gifts: administration, discernment, giving, faith, and helping.
- Useful skills and experiences for this position are skills and interest in financial matters; ability to keep detailed, accurate records and maintain appropriate confidentiality; passion for financially supporting the mission of making Christian disciples for the transformation of the world; and ability to work with individuals and ministry teams.
- This leader needs skill in searching for new revenue sources along with an understanding of biblical stewardship and management of all resources that God provides.
- The financial secretary and treasurer roles should be held by two people who are not immediate family members.
- The congregation's committee on nominations and leadership development may establish specific standards for this position.

Responsibilities of the Position

- The treasurer will disburse all money contributed to the local church budget, keeping accurate records of how money is spent.
- This leader works with finances according to the guidelines established by the committee on finance for total fiduciary responsibility. This includes maintaining compliance with all applicable governmental tax guidelines.
- The treasurer will send all world service and conference benevolence funds on hand to the conference treasurer each month.
- The treasurer works with the financial secretary to maintain records of all funds received. Designated gifts and bequests are managed by the trustees in accordance with *The Book of*

Discipline.

- This leader works with the financial secretary and chair of the committee on finance to make regular financial reports to the committee on finance, church council, the charge conference and, in some cases, the trustees.
- There are three tasks not specifically assigned to the treasurer, financial secretary, or the chairperson of the committee on finance by the *Discipline*. Keeping these responsibilities separate is essential in maintaining segregation of duties. These tasks are: (1) approving payments for expenditures; (2) signing checks; (3) reconciling bank accounts. While the treasurer, financial secretary, or finance chairperson may be authorized to do any one of these tasks, no person should be authorized to do more than one. No persons related to one another should perform any two or more of these three tasks.
- This leader is accountable to the charge conference through the church council.