



## JOB DESCRIPTION

# RULING ELDER FOR FINANCE

### **Commission**

Trust in Jesus Christ as Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit.

Accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal and God's Word to you.

Sincerely receive and adopt the essential tenants of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scriptures lead us to believe and do, and be instructed and led by those confessions as you lead the people of God.

Demonstrate obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions.

Seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world.

Further the peace, unity, and purity of the church.

Pray for and seek to serve the people with energy, intelligence, imagination, and love.

Be faithful in watching over the people, provide for their worship, nurture, and service. Share in government and discipline, serve in councils of the church and show the love and justice of Jesus Christ.

### **Qualities of a Ruling Elder for Finance Ministry**

Ruling Elders demonstrate wisdom; maturity of faith; demonstrated leadership skills; and compassion.

Demonstrate a competency in financial matters including budgeting and investments.

Possess a working knowledge and understanding of FPCA's financial policies, accounting practices, and overall financial health of the church.

## **Finance Ministry Area Description**

Create, review, oversee, and implement financial policies of FPCA as well as oversee and manage the financial assets and liabilities of the congregation.

## **Finance Ministry Team Descriptions**

### *Annual Campaign Team*

Staff Support: Executive Director for Finance and Administration

Purpose: To define goals for the annual campaign, develop a plan of action, and ultimately implement the annual campaign. Also, provide assessment after the campaign and identify ways to improve the process/goals going forward.

### *Planned Giving Team*

Staff Support: Lead Pastor

Purpose: To develop policies and procedures for receipt of planned giving donations; to market the opportunity for planned giving to the congregation, to create a mechanism of recognition for donors in the hope of encouraging other congregants to follow suit. Also assess gifts to determine if it is in the best interest of the church to accept such gift.

### *Budget Team Lead*

Staff Support: Executive Director for Finance and Administration

Purpose: Craft and present an annual balanced budget to Finance Team Leader. Brainstorm creative methods to cut expenses and increase revenue.

### *Offering Processing Team Lead*

Staff Support: Executive Director for Finance and Administration

Purpose: Act as first point of contact to congregants in matters regarding weekly offering gifts. Collect and organize cash/offerings in a secure and confidential manner. Work with finance office to improve process and offer solutions when concerns arise.

### *Investment Team Lead*

Staff Support: Executive Director for Finance and Administration

Purpose: Oversee investments and endowment funds in compliance with investment guidelines. Research and make suggestions for other investment options that may provide a greater return. Update investment policy as needed. Meet with money managers quarterly.

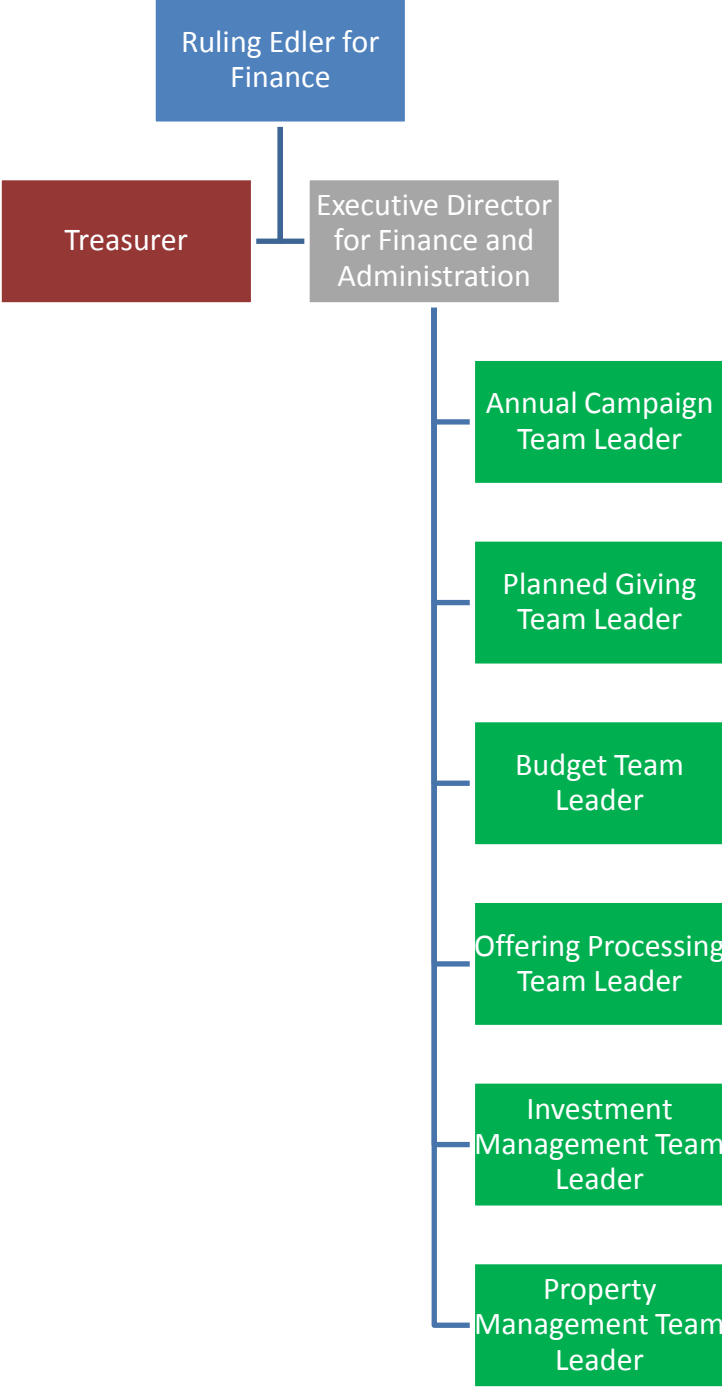
### *Property Team*

Professional Staff Support: Director for Property Management and Scheduling

Purpose: Oversight of the physical property (building, grounds, and equipment) for effective

economic and environmental stewardship including responsibility for renewals, repairs, and replacement

**Finance Ministry Leadership Matrix**



## **Critical Tasks for the Position of Ruling Elder for Finance Ministry Area**

1. Attend and participate in meetings of the Session (one per month); not missing more than three (3) meetings in a calendar year.
2. Be an advocate and ambassador of the mission of FPCA to Finance Ministry Area Leadership; meeting with them at least once per month.
3. Spiritually guide, resource, and encourage the Executive Director for Finance and Administration in their ministry.
4. Be prepared to lead discussions on relevant issues related to the Finance Ministry Area at Session meetings.
5. Be prepared to discuss reports/requests submitted to the Session by the Finance Ministry Area Lead.
6. Be prepared to speak at Annual or Special Meetings of the congregation or other relevant meetings on matters related to Finance as requested or needed.

## **Time Commitment**

*Three-year term; year begins May 1 and ends April 30; with a possibility of serving a second, three-year term.*

Monthly Session meeting (2.5 hours per month) – 4<sup>th</sup> Wednesday of the month

Meetings with Treasurer, and Executive Director for Finance and Administration (3 hours per month)

Quarterly meetings for encouragement and reflection with Lead Pastor (.5 hours per month)

Meetings with Finance Ministry Area Leadership Team (2 hours per month)

Miscellaneous – worship leadership, emails, phone calls, contacts, additional meetings (4 hours per month)

*Total Approximate Time Commitment: 12 hours per month*