



JOB DESCRIPTION

Treasurer

Commission

Trust in the 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 tenets 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.

Qualities of the Treasurer

The Treasurer is elected annually by Session. The Treasurer will serve no more than six (6) consecutive years with the option of coming back after a one year hiatus from service

Demonstrated skill and competency in accounting and the financial policies and protocols of FPCA

A team player who demonstrates collegiality in word and action

Willing to take spiritual direction and resourcing from the Ruling Elder for Finance

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, or how to best use the 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.

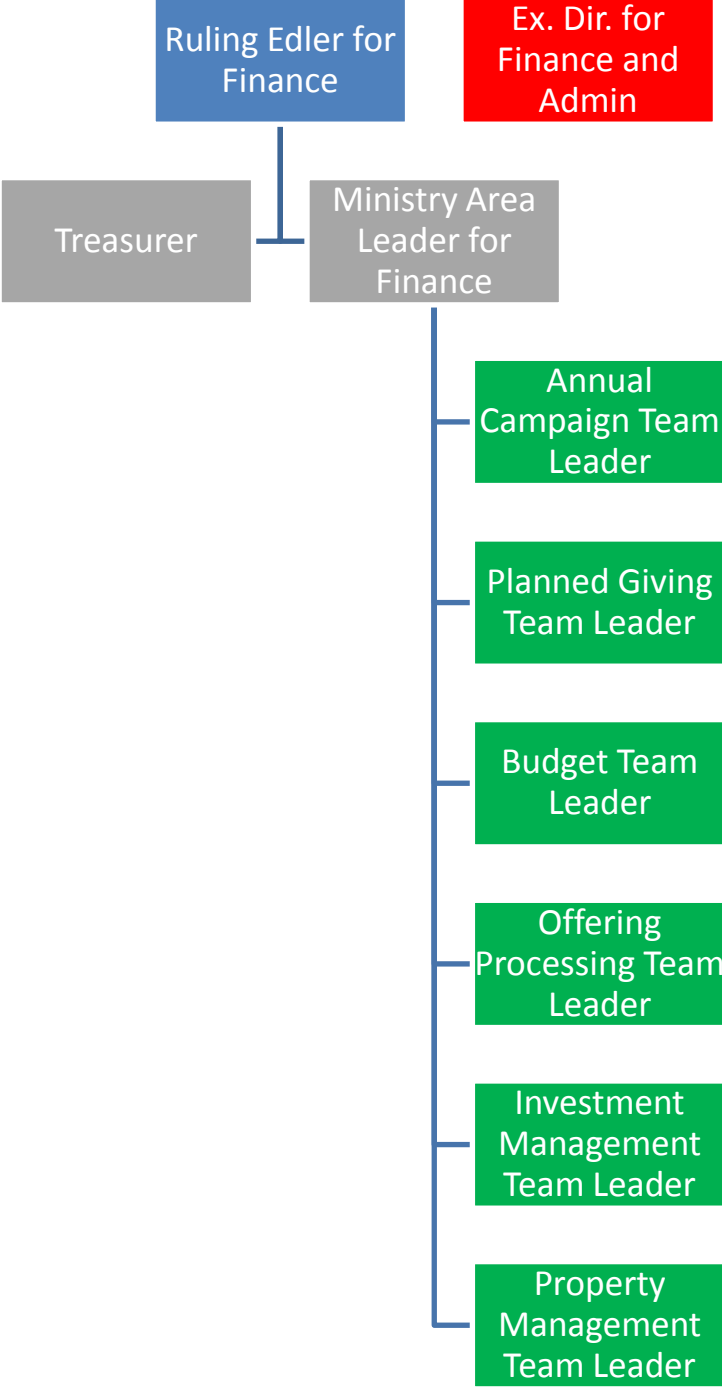
Property Team

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 Treasurer

1. Supervise the bookkeeping, accounting procedures, and internal financial controls of FPCA
2. Work with the Executive Director for Finance and Administration to distribute monthly Balance Sheet and Revenue and Expenditure reports to the Session for their stated meetings
3. Work with the Executive Director for Finance and Administration to resource ministry teams in the Finance Ministry Area with financial data as requested
4. Monitor the overall financial health of FPCA
5. Work with the Executive Director for Finance and Administration to establish the criteria and protocols for signing checks and other financial disbursements on behalf of FPCA; including supervising those authorized from the Finance Ministry Area to sign checks.
6. The Treasurer is endowed with check signing privileges

Time Commitment

Monthly meetings of the Finance Ministry Area Executive Leadership Team (2.5 hours per month)

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

Miscellaneous – check signing, emails, phone calls, contacts, additional meetings (4 hours per month)

Total Time Commitment: 9.5 hours per month