



Finance Chair Job Description

JOB TITLE: Chair, Finance Committee

Term Begins:

Term Length: Three Years

JOB SUMMARY:

The mission of the Finance Elder/Chair position is to ensure that we will be good and careful stewards of the church's financial resources, to support and provide for the church's ministries, and to ensure that they can continue over the long-term. The Finance Elder/Chair will work with a Finance Team. The Finance Elder/Chair is a member of Session.

FINANCE TEAM:

The Finance Team comprises two paid positions, the bookkeeper and the pledge accountant, and two unpaid positions, Finance Chair and Treasurer. The Director of Operations position is an additional support for the Finance Team. Subcommittees of the Finance Committee include the Investment Committee, Planned Giving (Legacy Circle) Committee and a Stewardship Committee.

RESPONSIBILITIES

- Oversee daily and analyze monthly financial reports tracking Church finances, working closely with the Finance Team.
- Present these monthly financial reports to Session and occasionally to the congregation.
- Oversee and facilitate the annual budgeting process
- Oversee the Legacy Fund with the Investment Manager and Investment Committee.
- Facilitate Session decision-making and oversee administration of church "Financial Policies" beyond new decisions— (ie, initiating the audit).

REQUIREMENTS/QUALIFICATIONS

- The ideal candidate must have some foresight and knowledge of what it takes to run a company.
- They must have experience with numbers and be able to make spreadsheets under-standable.
- They must have patience and the ability to work with a nonprofit and faith based organization. Our church has an excellent staff that will be willing to help you learn the skills of this commitment. We have numerous supports from our church family, including former chairs and committee members who are also willing and able to help advise when needed. This is a necessary and rewarding job —one that is vital to the ongoing function

of our faith community. Perhaps it calls for someone who likes to and can hold things together and be the true unsung hero!

TIME AND SUPPORT

- The chair has numerous supports from the church family, including committee members, former chairs, church staff Working together is an important aspect of this position within our church. Session elects the Finance Elder/Chair annually, but normally for a total of 3 years, or until a successor is elected. The Finance Elder/Chair will not serve more than 6 years. The Finance Elder/Chair also serves as the Treasurer of the Corporation but can recommend to Session individuals to serve as Treasurer (for day-to-day financial management). The Treasurer is elected annually but may serve without limits.
- Time: Varies depending on time of year
- Support: The chair has numerous supports from the church family, including committee members and former chairs who are willing and able to help advise when needed. Church staff, in particular the Director of Operations,.

ADDITIONAL NOTES AND LINKS

- [Session Handbook](#)
- [Book of Order](#)
- If not already, all Ruling Elders will need to become an official member which requires a meeting with the pastor and session. This is not a scary process.
- Elders are ordained and installed as part of a public worship setting generally held at the beginning of each calendar year.
- The Communications and Stewardship Committee meets the 4th Saturday of the month at 9:30am.

WHY TAKE THIS VOLUNTEER JOB?

As the church emerges from the pandemic, this is a vibrant time! The facilities chair will greatly impact how we go into the future with the church campus, and if we are able to make the change smoothly.

ROLL OF ELDER IN THE PRESBYTERIAN CHURCH USA (Book of Order G-2.0301)

“As there were in Old Testament times elders for the government of the people, so the New Testament church provided persons with particular gifts to share in discernment of God’s Spirit and governance of God’s people. Accordingly, congregations should elect persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. Ruling elders are so named not because they “lord it over” the congregation (Matt. 20:25), but because they are chosen by the congregation to discern and measure its fidelity to the Word of God, and to strengthen and nurture its faith and life. Ruling elders, together with ministers of word and sacrament, exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a congregation as well as the whole church, including ecumenical relationships.”

SUMMARY ROLL OF SESSION IN THE PRESBYTERIAN CHURCH USA (See Book of Order G-3.02)

The session is the council for the congregation. It shall be composed of those persons elected by the congregation to active service as ruling elders, together with all installed pastors and associate pastors. All members of the session are entitled to vote. The session shall have responsibility for governing the congregation and guiding its witness to the sovereign activity of God in the world, so that the congregation is and becomes a community of faith, hope, love, and witness.

As it leads and guides the witness of the congregation, the session shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed congregations have identified themselves throughout history (F-1.0303) and the six Great Ends of the Church (F-1.0304).

In light of this charge, the session has responsibility and power to:

- a. provide that the Word of God may be truly preached and heard.
- b. provide that the Sacraments may be rightly administered and received.
- c. nurture the covenant community of disciples of Christ.