CHURCH FINANCIAL CONFERENCE INTENSIVE

SELECTING A CHURCH TREASURER

PRESENTED BY
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CHURCH FINANCIAL CONFERENCE

QUALIFICATIONS

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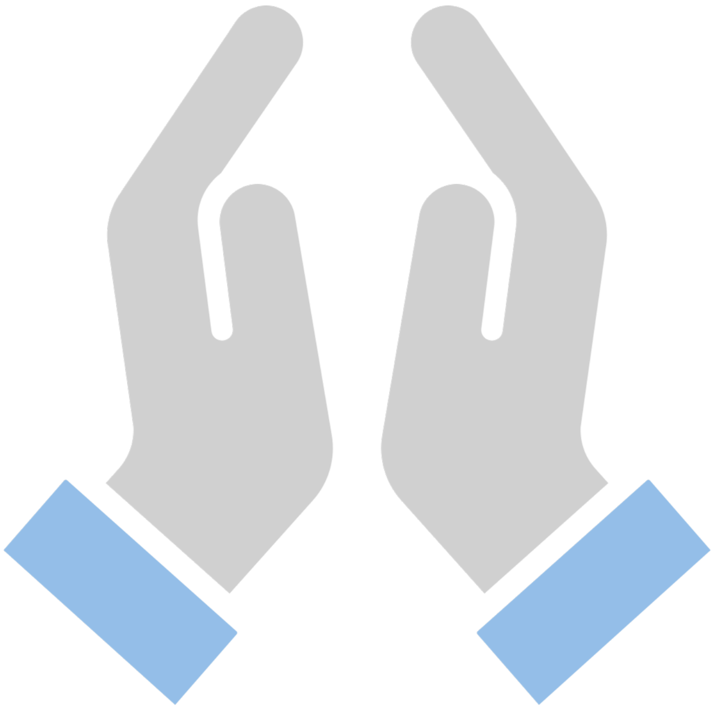
START WITH PRAYERFUL CONSIDERATION

Prayerfully consider potential treasurers by first identifying individuals who:

- *Have committed their lives to Jesus Christ*
- *Are dedicated to the mission and ministry of the church*



ADDITIONAL QUALIFICATIONS

- Demonstrates a willingness to work harmoniously with others; has a fair-minded attitude
- Understands the operational structure of the church
- Has a character that reflects the highest Christian integrity
- Is an elected church leader
- Has experience and background that will reassure church members that the finances will be managed fairly and reliably
- Has a working knowledge of accounting procedures, or a willingness to learn them
- Is a tither, setting an example for the congregation
- The church may also wish to establish guidelines around the length of continuous membership required before election as treasurer

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RESPONSIBILITIES

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PRINCIPLE FUNCTION OF A CHURCH TREASURER

- Responsible for:

Properly receiving, disbursing, accounting for, and safeguarding church funds according to the policies established by the church to ensure adequate financial control

Adhering to the legal financial requirements for churches to maintain their tax-exempt status

PRINCIPLE FUNCTION OF A CHURCH TREASURER *cont*

- Responsible for:

It is recommended that the treasurer focus primarily on managing financial records and payment procedures, rather than on handling cash

In some churches, the role of handling cash is assigned to a staff member who manages all financial matters related to the church

POTENTIAL RESPONSIBILITIES (DIRECT OR INDIRECT)

1. Keep accurate records of all monies received and disbursed in appropriate financial journals, either manually or electronically. (***Note*: *if the treasurer is responsible for this item, someone else should be responsible for items 5 and 6***)
2. Reconcile monthly bank statements and correct as needed, or sign checks according to church policies and procedures.
3. Prepare monthly and annual reports for the church; provide regular updates to committee overseeing the church's financial matters.
4. Prepare and maintain records of individual contributions
5. Prepare and distribute contribution statements

POTENTIAL RESPONSIBILITIES (DIRECT OR INDIRECT) *cont*

6. Suggest possible investment opportunities concerning any funds the church wishes to hold
7. Keep church staff and appropriate committees informed of any trends or changes in fiscal matters
8. Instill and preserve a high financial confidence throughout the congregation
9. Submit accurate financial records for annual financial review according to church policy
10. Train an associate treasurer selected by the church

WORKING RELATIONSHIP BETWEEN TREASURER AND CHURCH FAMILY

1. Serve as ex-officio member of the church committee assigned to oversee church financial policy and procedure.

Confer with the committee on key policies, development of the annual budget, stewardship education and campaigns, investment of excess funds, and preparing and presenting a financial report at the church business meeting.

Confer with the committee moderator about the presentation of a financial report.

WORKING RELATIONSHIP BETWEEN TREASURER AND CHURCH FAMILY *cont*

2. After each deposit, receive a copy of the deposit slip or a summary of the receipts record from the Counting Team (Committee).

3. Work closely with the church bookkeeper/accountant/financial secretary in maintaining records of individual contributions.

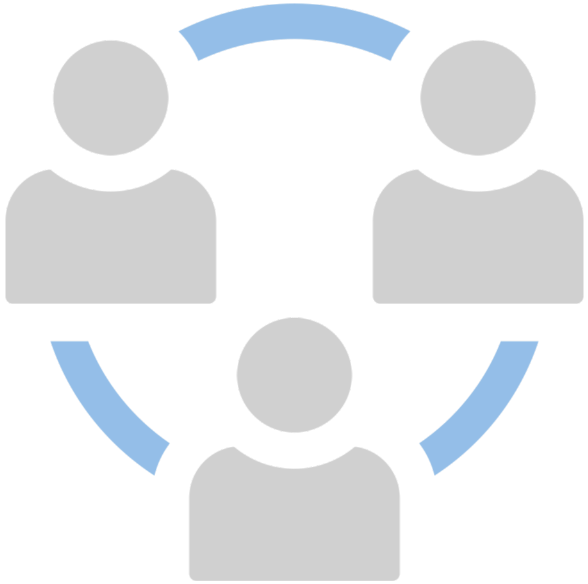
4. Confer with church staff members and/or deacons (or lay leaders/officers with specific financial responsibility) to maintain communication concerning the church's financial matters

WORKING RELATIONSHIP BETWEEN TREASURER AND CHURCH FAMILY *cont*

5. Work with staff members, officers, and ministry leaders to administer church project financial details.

6. At the request of the church committee assigned to oversee church financial matters, serve as an advisor to various committees and groups in preparing and maintaining their budgets.

7. Serve as an active member of the Church Council and advise the council and various committee chairpersons about available funds and budget (as determined by the church).



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LENGTH OF SERVICE

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LENGTH OF SERVICE
KEY CONSIDERATIONS

- Lengthy terms of service may offer more stable leadership and continuity in the church's financial program
- If this is the approach your church wants to take, establish maximum term limits for continuous service in key leadership roles
- Another option is to elect the treasurer annually

  Enables the church to evaluate the treasurer's work, address any issues, and elect a different individual if needed

  Potential inconsistency in work resulting from frequent turnover in the treasurer position

- Your constitution and bylaws should express the church's intention regarding service term limits for elected officers

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QUESTIONS?

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