



*Living God's Word,
Sharing God's Love*

DETAILED MINISTRY DESCRIPTION

Church Treasurer

Finance Team Vision

Develop and manage a sound budget system in order to provide the required financial support to carry out the mission of Lexington United Methodist Church. Conduct all financial decisions with the knowledge that the spirituality of all is our primary concern.

Title

Church Treasurer.

Purpose

Oversee the church expenditures and sign checks weekly.

Responsible to

Finance Committee.

Description of duties

- Oversee the church expenditures.
- Sign checks.
- Attend finance committee meetings.

Budget Responsibilities

None.

Annual Charge Conference Attendance

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If your position requires that you report to the Charge Conference, make preparations for this report well ahead of the meeting date.

Time requirements

- 1 hr every other month attendance at Finance Committee meetings.
- 30 minutes weekly to sign checks.

Term

1 year, renewable.

Training and resources

- Handle finances.

- Awareness of where monies go within the church budget and expenditures.

Background Check

Required for this position.

Bonded.

Ministry Description Updates

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this.

Qualifications, Skills, and Gifts

- Knowledge of accounting.
- Confidentiality.
- Commitment.
- One or more of the following Spiritual Gifts:
 - Administrative(D)

* R - Required; D - Desirable

Benefits to the Servant

You will develop a much more in-depth awareness and knowledge of the church financial needs and where the church funds go. The joy of serving in a meaningful ministry position.