



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

DETAILED MINISTRY DESCRIPTION

Chairperson Committee on Finance

Finance Committee Ministry 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

Chairperson Committee on Finance.

Purpose

The finance committee proposes, perfects, and manages the finance system for the congregation of LUMC. The finance system is the processes of raising, managing, and dispersing the finances so that the mission and vision of the congregation can be achieved.

Responsible to

Church Council and Charge Conference.

Description of duties

- Plan and set time and location for committee meetings.
- Prepare an agenda for each meeting.
- Provide leadership for all meetings.
- Prepare a budget request for the Finance Committee for the coming year.
- Compile all budget requests for review by committee.
- Prepare budget for review and approval by church council.
- Review financial performance and report to church council and the congregation.
- Attend all meetings necessary to represent the finance committee.
- Be accountable to the congregation, church council and charge conference.

Budget Responsibilities

Assemble the annual budget for the church from the budgets submitted by all the other teams and committees within LUMC.

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

Average time requirement will be 4 to 5 hours per month. During the budget process, the time required will be higher – 10 to 12 hours per month.

Term

The term served is determined by the committee on nominations.

Training and resources

- [The United Methodist Book of Discipline](#) - ¶258.4.
- Cokesbury Guidelines: [Finance](#)– An electronic copy is available on the LUMC Equipping Ministry webpage.
- Minutes of previous Finance meeting minutes.
- Usually, the chairperson of finance has served as vice-chairperson during previous terms. This service helps prepare the person for the leadership role.
- The outgoing chairperson will also provide instruction and training for the new leader.

Background Check

Not required for this position.

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. You are also responsible for updating the ministry description for your team members if one is available. Your team members should provide input for those updates.

Qualifications, skills, and gifts

- Ability and desire to work with other people.
- Desire to share time and talent.
- Possess a desire to be involved.
- A stable and growing relationship with Christ.
- Spiritual Gifts
 - Administration (R)
 - Faith (D)
 - Giving (D)

* R - Required; D - Desirable

Benefits to the Servant

Putting your faith into action.