

**Stewardship/Finance  
RESPONSIBILITIES**

**Objective**

**Provide and Monitor Funds necessary for church operations,**

**Specific Responsibilities**

**See attached job descriptions for Treasurer and Assistant**

**Generally: Prepare and monitor budget, pay bills and receive contributions of various types.**

**Plan and execute stewardship drives and other fund raising**

**Research and request funds from PTCA and outside agencies as appropriate**

**Maintain records in accordance with proper accounting practices**

**Coordinate with various COL committees to forecast needs**

**Amount of Time Required**

**Approx 1 hour/week receiving, recording and depositing offerings and other funds.**

**Several hours/week receiving invoices and bills recording and paying as required.**

**Length of Commitment**

**Two year terms with extension as needed**

**Training Provided**

**Some accounting aptitude and/or basic skills expected**

**Specific procedural training will be “on the job”**

**Team Leader**

**John Ivers**

**Staff Support**

**Pastor on team**

**Administrator, minimal record keeping and transmittal of mail etc.**

**Team Reports To**

**COL Steering committee**

**Reporting responsible to Synod and PTCA**