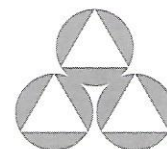


8. Job Description for the CHURCH TREASURER in a United Methodist Congregation



Result Expected

An effective church treasurer shall disburse all funds received into the church treasury in a responsible and organized manner, with funds identified and bills paid when due, so that the ministry of the congregation can be effective.

Spiritual Gifts and Qualifications Helpful for the Job

- This leader benefits from one or more of these spiritual gifts: administration, discernment, giving, faith and helping.
- Useful skills and experiences for this position are skills and interest in financial matters; ability to keep detailed, accurate records and maintain appropriate confidentiality; passion for financially supporting the mission of making Christian disciples for the transformation of the world; and ability to work with individuals and ministry teams.
- This leader needs skill in searching for new revenue sources along with an understanding of biblical stewardship and management of all resources that God provides.
- The financial secretary and treasurer roles should be held by two people who are not immediate family members.

- The congregation's committee on nominations and leader development may establish specific standards for this position.

Responsibilities of the Position

- The treasurer will disburse all money contributed to the local church budget, keeping accurate records of how money is spent.
- This leader works with finances according to the guidelines established by the committee on finance for total fiduciary responsibility. This includes maintaining compliance with all applicable governmental tax guidelines.
- The treasurer will send all world service and conference benevolence funds on hand to the conference treasurer each month.
- The treasurer works with the financial secretary to maintain records of all funds received. Designated gifts and bequests are managed by the trustees in accordance with *The Book of Discipline*.
- This leader works with the financial secretary and chair of the committee on finance to make regular financial reports to the committee on finance, church council, the charge conference and, in some cases, the trustees.
- This leader is accountable to the charge conference through the church council.

(over, please)

Getting Started

1. Talk with the pastor and others to understand their hopes and dreams for the congregation and for your financial leadership role in advancing toward the vision for ministry.
2. Set aside time for specific prayer. Express your concerns, joys and observations to God, and listen for God's direction for your leadership. Ask God for direction about wise management of the congregation's financial resources. Ask God to increase the understanding you and your congregation have for the role of stewardship in forming Christian disciples.
3. Talk with people in your congregation who have (or have had) responsibilities similar to yours. Work closely with the financial secretary and chair of the finance committee to keep abreast of the changes in financial processes (institutional regulations as well as cultural changes such as the trend toward electronic money management).
4. Evaluate the financial processes of your congregation and collaborate with other finance leaders to improve these processes.
5. Study *Guidelines for Leading Your Congregation 2013-2016: Finance* and participate in training experiences.

People and Agencies That Can Help

- Your pastor and people in your congregation and community.
- InfoServ, the information service for the church, provides current information about United Methodist resources, programs, and staff services. Email: infoserv@umcom.org Website: infoserv.umc.org.

Web and Print Resources

- *Afire With God: Becoming Spirited Stewards* by Betsy Schwartztraub
- *A Spirituality of Fundraising* by Henri Nouwen
- *The Book of Discipline of The United Methodist Church*
- *Celebrating the Offering* by Melvin Amerson and James Amerson
- *Committed to Christ* by Bob Crossman
- *Creative Giving: Understanding Planned Giving and Endowments in Church* by Michael Reeves, Rob Farley, and Sanford Coon
- *Enough: Discovering Joy Through Simplicity and Generosity* by Adam Hamilton

- *Extraordinary Money: Understanding the Church Capital Campaign* by Michael D. Reeves
- *Extravagant Generosity* by Michael Reeves and Jennifer Taylor
- *Faith and Money: Understanding Annual Giving in Church* by Michael D. Reeves and Jennifer Tyler
- *Five Practices of Fruitful Congregations* by Robert Schnase
- *Freed Up for Financial Living* by Dick Towers and John Tofilon
- General Board of Discipleship, www.gbod.org/committee_resources, 1-877-899-2780, or email info@gbod.org
- *Guidelines for Leading Your Congregation 2013-2016: Finance*
- *Interpreter*, www.interpretermagazine.org
- *Job Descriptions and Leadership Training in the United Methodist Church 2013-2016* by Betsey Heavner
- *Let the Children Give: Time, Talent, Love and Money* by Delia Halverson
- *Not Your Parents' Offering Plate* by Clif Christopher
- *Six Steps to a Generous Life* by Bob Crossman
- *Stewardship in African-American Churches: A New Paradigm* by Melvin Amerson
- *Whose Offering Plate Is It?* by Clif Christopher
- <http://www.facebook.com/umcstewardship>
- https://www.electronicdonations.com/GCFA/gcfa_home.htm (your church can provide your members and constituents with an easy way to give to the church electronically—Vanco Services—which has been thoroughly investigated and endorsed by our General Council on Finance & Administration)
- The Lewis Center for Church Leadership at Wesley Seminary, <http://www.churchleadership.com>
- Stewardship for the 21st Century, <https://www.luthersem.edu/stewardship>
- <https://www.stewardshipresources.org>
- <http://umcgiving.org> (UMCGIVING.org will help you explain how United Methodists give through our connection, and are able to do things no one church could do alone)
- <http://umc.org> (UMC.org is the main website for the global United Methodist Church; follow the stories of how United Methodists are making a difference around the world)