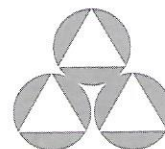


7 • Job Description for the FINANCIAL SECRETARY in a United Methodist Congregation



Result Expected

An effective financial secretary will receive, record, and deposit all funds received by the congregation in a timely, thorough and confidential manner. The financial secretary works with the treasurer and committee on finance to develop policies and procedures so that funds can be made available to support the ministry of the congregation.

Spiritual Gifts and Qualifications Helpful for the Job

- This leader benefits from one or more of these spiritual gifts: administration, helping, giving and faith.
- Useful skills and experience for this position are skills and interest in financial record keeping; 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; 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 financial secretary works according to the guidelines established by the committee on finance to

receive funds from whatever source, record them, and report them to the church treasurer and the committee on finance or, in some cases, the trustees.

- The financial secretary arranges for collecting offerings received during worship services and other church gatherings at the conclusion of these events, making certain that more than one person is involved in collecting and counting the money.
- This leader collaborates with the finance committee to establish procedures for collecting and recording all money received through the regular offering, through the mail and by electronic deposit. Designated gifts and bequests are managed by the trustees in accordance with *The Book of Discipline*.
- The financial secretary deposits cash and checks in a bank as soon as possible after they are received.
- The financial secretary keeps records, whenever possible, of how much money is given by whom and reports amounts received to the appropriate people.
- The financial secretary checks the records, quarterly, against those of the treasurer.
- The financial records shall be in good order for an annual audit, and the financial statement shall be reported regularly to the committee on finance.
- The financial secretary must engage in spiritual practices that build a relationship of attentiveness to God's will and direction. Financial management and attentiveness to daily administration can detract leader's attention from the mission of the church to make disciples of Jesus Christ for the transformation of the world.
- The financial secretary is accountable to the charge conference through the church council.

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