

**Valley Community Baptist Church
Elected Leadership Roles and Responsibilities**

Title: Finance Ministry Leader

Ministry: Finance

Purpose of Ministry: The Finance Ministry oversees the financial and accounting controls of the Church in partnership with the staff member responsible for the financial and accounting functions of the Church.

Purpose of Position: The Finance Ministry Leader chairs the Finance Committee.

Qualifications: The biblical qualifications: the Finance Ministry Leader should possess the same biblical qualifications as a Deacon, including:

1. Being steadfast and serious (1 Timothy 3:8)
2. Being dependable (1 Timothy 3:8)
3. Being temperate, not depending on physical stimulants (1 Timothy 3:8)
4. Being generous and not motivated by money (1 Timothy 3:8)
5. Holding to VCBC's tenets of faith (1 Timothy 3:9)
6. Being a mature believer (1 Timothy 3:10)
7. Leading their home in Christ (1 Timothy 3:12)

The Finance Ministry Leader must be a member in good standing of the Church, spiritually qualified, have a good knowledge of the ministry of the Church, and possess a good working knowledge of business and accounting.

Key Working Relationships:

- The Board of Elders
- Church Administrator
- Finance Committee

Ministry Responsibilities: The Finance Ministry Leader chairs the Finance Committee which oversees the financial and accounting controls of the Church in partnership with the staff person responsible for the financial and accounting functions of the Church. This includes: (a) recommending policies, procedures, systems and controls over all aspects of finance, accounting and financial reporting, (b) recommending an annual budget to the Elder Board and (c) presenting financial reports to the congregation at quarterly business meetings.

Estimated Time Commitment: 2-4 hours per month

Term of Office Two Years

**Valley Community Baptist Church
Volunteer Position Profile**