

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:

1. Finance Committee members should meet the same biblical qualifications as a deacon. 1 Timothy 3:8-12 states that a deacon is to: be steadfast and serious, be dependable, be temperate, be generous and not motivated by money, hold to the affirmations of faith, be a mature believer, lead their home in Christ.
2. Must be a member in good standing
3. Regularly attends worship and involved in the body life of the church.
4. Background and involvement in church ministries.
5. Demonstrated ability for this type of ministry (ability to make wise judgments, the ability to draw out collaborative work from the committee, possesses a good working knowledge of business and accounting).

Key Working Relationships:

- The Finance Ministry leader reports to the Board of Elders
- The Finance Ministry Leader works in partnership with the Church Administrator.
- The Finance Ministry Leader works with the committee to draw out collaborative and responsible work with the other members.

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: Commitment: 2-4 hours per month

**Valley Community Baptist Church
Volunteer Position Profile**

Term of Office Two Years
