

**Valley Community Baptist Church
Position Description**

Position Title: **Foundation Fund Committee Member**

Ministry: Foundation Fund

Purpose of Ministry: The Foundation Fund is established to receive funds bequeathed to the church and funds gifted specifically to the Fund through individuals' estate planning. It may also receive funds transferred from excesses in other church funds. The funds will be spent to further the mission of the Church, but only on activities beyond the types normally budgeted (e.g. activities normal for annual operations, world outreach and building programs). Such activities may be strategic and/or opportunistic. Funds will not be held in perpetuity.

Purpose of Position: This person serves on a committee of five, which is responsible for overseeing the Foundation Fund. Three members of the committee are elected from the Church membership. One committee member is appointed from the Elder Board and one appointed from the Finance Committee.

Qualifications:

1. Foundation Fund 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. Significant background and involvement in the church.
5. Demonstrated ability for this type of ministry (ability to make wise judgments, active and collaborative participant in groups, experience in working with and evaluating project proposals would be helpful).
6. Independent of the church's financial management.

Key Working Relationships:

- Each committee member works collaboratively and responsibly with the other members of this committee.
- The committee works closely with the Senior Pastor and Executive Pastor on all matters and with individual ministry staff members on matters affecting their respective ministries.
- The committee and its members work through a collaborative process with church leadership and ministry-affected constituencies on making decisions regarding spending from this Fund.

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Ministry 1. Leadership in overseeing the operations of the Foundation Fund.
Responsibilities: 2. Promotion of the Foundation Fund within the congregaion.
3. Fund development (seeking donors).
4. Policies regarding Fund operations.
5. Facilitation of the process for spending decisions in accordance with church policy.

Estimated Time 1 to 3 hours per month.
Commitment:

Term of Office: Three years.
