

IMMANUEL LUTHERAN CHURCH OF OSMAN

The Lutheran Church Missouri Synod

CONGREGATION OFFICER JOB DESCRIPTION

ARTICLE II – OFFICERS AND COMMITTEES AND OFFICIAL MEETINGS

There shall be two Finance Committee members, one to be elected every year and to serve for two years.

THE FINANCE COMMITTEE shall count all monies contributed to the congregation and keep a record of them. They shall distribute offering envelopes to all who desire to use them. They shall keep the congregation informed as to its financial status and needs, as well as Synodical and Special needs in harmony with the resolutions and wishes of the congregation. If they find that some members are in arrears they shall, in all friendliness, remind them of their Christian duty in stewardship of giving. They shall receive pledges for the coming year as the congregation so wills it and shall explain to new members the financial system of the congregation. The Finance Committee and the Treasurer are to set up the budget for the new year.

POSITION: FINANCE

ACCOUNTABLE TO: CHURCH COUNCIL AND CONGREGATION

PURPOSE: To oversee the accounting and business records of the congregation.

DUTIES AND RESPONSIBILITIES:

1. Shall be responsible for maintaining appropriate and accurate accounting records for individual contributions.
2. Assist the Treasurer in preparation of the church budget.
3. Cooperate with auditors in the annual audit process.
4. Coordinate the purchase and distribution of individual contribution envelopes.
5. Cooperate with the Church Council by performing any other duties when asked to do so.