

JOB DESCRIPTION FOR THE  
**COMMITTEE ON FINANCE**  
1<sup>ST</sup> UMC OF VALLEY CENTER

**The Primary Task of the Committee on Finance**

To propose, raise, manage and distribute the resources of the congregation to support and strengthen the mission and ministry of the congregation.

**Responsibilities of the Committee on Finance**

1. To attend the meetings and participate actively in the discussion and decision-making process.
2. To build an annual budget to support the mission and ministry of the congregation and to submit it to the church council for approval.
3. To develop and carry out plans to raise enough income to support the budget that has been approved.
4. To carry out instructions about allocations from the church council.
5. To guide the work of the treasurer and the financial secretary.
6. To commit to being present at Sunday Worship in order to fulfill money-counting obligations. Finance committee members will serve on a rotating schedule to count money collected in Sunday offerings.
7. To arrange for an annual audit of the records of financial officers and to report to the charge conference.
8. To be accountable to the charge conference through the church council.

**Helpful Skills and Interests**

1. Ability to listen to and communicate with people of all ages.
2. Skills and interest in financial budgetary matters.
3. Interest in learning about the overall ministry of the congregation.
4. Ability to work with other volunteers and committees.